

# **Ryley FCSS Board Terms of Reference**

## **1.0 Background**

As the governing body, Council has several roles. It represents individual residents as well as the municipality as a whole, gathering information and balancing the wants of individual citizens with the needs of the entire community. Council participates in policy setting and local bylaw making and ensures policy is carried out appropriately through Council process. Council is responsible for fiduciary oversight of the municipal budget, including all grants related to the Ryley FCSS program. Council is responsible for ensuring good communication in order to ensure that the FCSS programs and services are aligned with Council's overall strategic goals and plans for the Village of Ryley.

### **And thus, the Ryley Municipal Council:**

1. Determines whether to participate in the provincial FCSS program.
2. Signs funding agreement with the province and is accountable to the province for local FCSS program operations
3. Approves the annual budget for the FCSS program.
4. Approves all appointees to the Ryley FCSS Board.
5. Delegates authority and oversight to the FCSS Board in areas the Council determines appropriate.

## **2.0 Purpose**

The Ryley FCSS Board is appointed by Council to provide oversight of the FCSS program. It shall provide oversight, support and advice to the CAO and Program Director on the application and administration of the FCSS Act and related Regulation on behalf of Council.

## **3.0 Delegated Authority**

Council shall, through various tools and policy statements, delegate authority to the Ryley FCSS Board in such areas as the Council might determine.

The Board shall not commit the use of the municipality's financial and human resources, beyond those allocated to the FCSS Program, without prior approval.

## 4.0 Responsibilities

With authority delegated by Council, the Ryley FCSS Board shall:

1. Report regularly to council, in a schedule and manner determined by Council.
2. Oversee the distribution of grant dollars to ensure they are within established budget guidelines.
3. Facilitate and support annual strategic direction setting meetings with program staff.
4. Support the Program Director in the development of an annual FCSS program and operational plan to recommend for council approval.
5. Ensure the development of operational procedures and policies as appropriate.
6. Work with the Program Director and CAO to develop a budget (as part of the full administrative budget) to be submitted for approval by Council.
7. Provide financial oversight to ensure the FCSS program operates within the approved budget and is meeting the needs of the community.
8. Provide regular risk management assessments to administration and Council.
9. Develop an understanding of outcomes reporting in order to monitor program performance.
10. Review and approve external grant applications, that are appropriately aligned with program goals and capacity and provide follow up in the regular reports to Council.
11. Develop internal procedures that promote good governance.

## 5.0 Membership

1. The Ryley FCSS Board shall consist of not less than five (5) nor more than seven (7), who shall be appointed by resolution of Council. The Board members shall be appointed for their terms commencing in October of each year at the council's organizational meeting and shall be appointed as follows:
2. Council shall appoint one member from Council and an alternate. The member from Council shall not be an Officer of the Board.
3. Council shall appoint four to six (4-6) members representing the diversity in our community based on recommendation from the Ryley FCSS Board.
4. In the event of a resignation or disqualification of a member, Council shall fill the vacancy as soon as possible. In no event shall the active membership of the Board be less than five (5).
5. The Program Director shall be appointed to the Board ex-officio, without voting privileges.
6. The CAO can attend any meeting of Board.
7. Not more than 50% of the appointed members shall be replaced in any organizational year.
8. Officers of the Board shall consist of a chair, a vice-chair (who will assume the responsibility of the chair in their absence), and a secretary who shall keep all minutes in a minute book with an approved copy of the minutes circulated to The Board, the CAO and Council. An external recording secretary may be appointed.
9. The Officers of the Board shall be selected by its members at the first meeting following the annual organizational meeting of Council.
10. The agenda of all meetings of the Board shall be prepared by the Program Director and circulated to all members and the CAO.
11. Any decision of the Board resulting in a tie vote shall be deemed to be lost.
12. Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rule of Order.

## **6.0 Meetings**

The Ryley FCSS Board will meet a minimum of ten (10) times per year. Additional meetings may be scheduled as deemed necessary. The meetings may be in-person, by teleconference or electronic. If a Board member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

## **7.0 Term**

Directors are appointed to the Ryley FCSS Board at the annual organizational meeting of Council in October of every year. The term of office for a Director is for \*two (2) years. Three (3) of the Director terms of office will expire in odd years -2023, 2025 etc, with the remaining three (3) positions expiring in the even years - 2022, 2024, etc. A Director can be re-appointed at the end of their two-year term for one additional term. After two terms, a two-year break is required before reapplication for another board appointment will be considered.

\*Note: In the organizational year of 2021, three (3) directors will be appointed for an initial term of only one (1) year. The other three (3) will be appointed for a two (2) year term in order to facilitate an annual changeover of no more than 50% of the community-based directors.

## **8.0 Quorum**

Quorum shall be 50%+1 of the Directors.

## **9.0 Decision-making**

The Board shall strive for consensus when making decisions. If consensus cannot be achieved, the Board members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to Council.

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting.

## **10.0 Record Keeping**

The Board shall take minutes at the meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the organization's practice.

## **11.0 Accountability**

The Ryley FCSS Board will be accountable to the Ryley Municipal Council by report and/or delegation.

Approved by the Ryley Council: Resolution 2021-02-02#4