

**FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)  
ADVISORY BOARD  
TERMS OF REFERENCE**

<b>PURPOSE</b>	The FCSS Advisory Board will function in an advisory capacity to Town Council and Administration to enhance, strengthen and stabilize family and community life.
<b>MEMBERSHIP</b>	<ul style="list-style-type: none"><li>▪ One (1) Council member;</li><li>▪ Seven (7) public-at-large representatives (Town residents); and</li><li>▪ One (1) public-at-large representative (West Rocky View County resident)</li></ul>
<b>QUORUM</b>	50% + 1
<b>AUTHORITY</b>	<p>The FCSS Advisory Board shall:</p> <ul style="list-style-type: none"><li>▪ Prioritize project applications based on community needs and priorities;</li><li>▪ Make recommendations to Council for the allocation of funds based on the Family and Community Support Services Act, Family and Community Support Services Regulation, United Way of Calgary and Area Agreement and established FCSS and Council priorities for:<ul style="list-style-type: none"><li>○ FCSS grant funding</li><li>○ United Way of Calgary and Area grant funding;</li></ul></li><li>▪ Monitor progress and outcomes of funded social initiatives within the community;</li><li>▪ Develop and facilitate the delivery of fundraising activities that will strengthen our position to achieve positive change and build a strong community;</li><li>▪ Increase awareness of social issues and the services and resources available for Cochrane and West Rocky View County residents; and</li><li>▪ Comply with the Town of Cochrane Procedural Bylaw and Municipal Government Act.</li></ul>
<b>MEETINGS</b>	Meetings are scheduled on the 2 <sup>nd</sup> Wednesday of every month with the exception of July and August.
<b>MEMBER TERM</b>	May be appointed for 1-3 years; maximum of 2 consecutive terms unless approved by special motion of Council.
<b>COMMITTEE TERM</b>	On-going
<b>FUNDING</b>	As authorized by Council during the annual budget cycle.
<b>APPROVAL DATE</b>	October 28, 2024 (RES # 208/10/24) February 9, 2026 (RES # 30/02/26)