

## Request for Decision

<b>Title</b>	<b>Community Services Advisory Board Terms of Reference</b>
<b>Proposed Motion</b>	That Council endorse the Committee Terms of Reference as reviewed and recommended by the Community Services Advisory Board.
<b>Administrative Recommendation</b>	Administration supports the motion and the level of participation by the Board.
<b>Previous Council Direction</b>	October 25, 2016 - Motion 370/16: That Council give third reading to the Council Committees Bylaw 1381/16.
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>• Sturgeon County has consistently placed value on the contributions Boards and Committees make toward strengthening our local governance and ensuring citizens are engaged as active participants in municipal governance, by representing the broader community.</li> <li>• The Community Service Advisory Board Terms of Reference has not been reviewed since 2014.</li> <li>• The recommended Terms of Reference does not contemplate any material changes in roles and responsibilities.</li> <li>• Changes that include membership from Edmonton Garrison and communication outside of meeting through the chair have been removed to reflect current practice.</li> <li>• Content that was removed to ensure consistency with the Bylaw included: Mayor as ex-officio, effective date of the term, appointment of Council Members and remuneration.</li> <li>• One change of note regarding the role of members to be available to represent the needs and interest of the division, by connecting with community associations is noteworthy. The Board members expressed their interest in expanding their role, as representatives of a division, to be leaders and support other organizations within their division as required.</li> <li>• New Terms of Reference provides some additional clarity between the role of the Chair (Board Member) and Facilitator (Administration).</li> </ul>

	<p><u>External Communication</u></p> <ul style="list-style-type: none"> <li>No information has been shared related to the recommendation.</li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> <li>None.</li> </ul>
<p><b>Implication of Administrative Recommendation</b></p>	<p><u>Strategic Alignment:</u></p> <p><b>Strong Local Governance and Regional Leadership</b> – Ensuring Boards and Committees are effective will improve the quality of their engagement and increase the effectiveness of Council decisions.</p> <p><b>Community Identity &amp; Spirit</b> –Board members can be proud of their commitments and their contributions. They really are making a difference and contributing to positive change.</p> <p><u>Organizational:</u></p> <p>No impact organizationally, we are committed to supporting our boards.</p> <p><u>Financial:</u></p> <p>There may be a financial impact that will have to be considered as we transition through the first year of implementation (e.g. honoraria to attend Council Meetings).</p>
<p><b>Alternatives Considered</b></p>	<p>This administrative task had to be complete, there were no alternatives considered.</p>
<p><b>Implications of Alternatives</b></p>	<p><u>Strategic Alignment:</u></p> <p>We do not want to consider an impact strategically that does not align.</p> <p><u>Organizational:</u></p> <p>No alternative impact</p> <p><u>Financial:</u></p> <p>None.</p>
<p><b>Follow up Action</b></p>	<p>1. Circulate final Terms of Reference to the Board Members (Community Services, January 2017)</p>

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<b>Attachment(s)</b>	1. 2017 Terms of Reference 2. 2014 Terms of Reference
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**Report Reviewed  
by:**



Susan Berry, Manager Community Services



Ian McKay, P. Eng., GM Municipal Services



Peter Tarnawsky, County Commissioner - CAO

## Strategic Alignment Checklist

**Vision:** Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

**Mission:** Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
<b>Strong Local Governance and Regional Leadership</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes ( Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Consistent with neighborhood role (see MDP), master plans,, policies</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Considers fiscal stability and sustainability</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Has a positive impact on regional and sub-regional cooperation</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Respect the Natural Environment</b>			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems ( Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Compliance with Provincial and Federal regulations and/or legislation</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Ensure effective environmental risk management</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Community Identity &amp; Spirit</b>			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Promotes and/or enhances residents' identification with Sturgeon County</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Enhances service provision through community partnerships</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Supports Sturgeon County's cultural history</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Planned Growth and Prosperity</b>			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Considers cumulative costs and long-term funding implications</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Targets growth around current or planned infrastructure</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Maintain and Enhance Strong Communities</b>			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Positive impact on residents' quality of life</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Supports and promotes volunteer efforts</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Provides programs and services that are accessible to all residents</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Operational Excellence</b>			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Staff have the knowledge, skills and capability to perform their jobs</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Streamlines operational processes and policies</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Promotes engagement and professional interaction with stakeholders</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <i>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</i></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>