

**COMMUNITY SERVICES ADVISORY BOARD**  
**Terms of Reference - 2014**

<b>PURPOSE</b>	To make recommendations to Council on matters pertaining to Parks and Recreation, Cultural, Family and Community Support Services and Library Services.
<b>LEGISLATIVE AUTHORITY</b>	Municipal Government Act (Section 145) Libraries Act (Section 19) Sturgeon County Committee By-law 1306/13  The Community Services Advisory Board shall conduct itself in accordance with all provisions as set out in Part 5 of the Municipal Government Act and as set out in the Libraries Act and Northern Lights Library System Agreement.
<b>DUTIES AND RESPONSIBILITIES</b>	Advisory Committee to Council  Provide feedback to Council on issues related to parks and recreation, culture, family and community support services and library services.  Board members who miss 2 consecutive meetings will be under review.  Provide activity updates to Council as required.  Provide recommendations to Council on policy related to Community Services.  Review and approve Community Grant Funding to Community Groups/Associations based on individual merit.  As Community Representative, Committee members can provide feedback on trends and issues in their community related to Community Services.
<b>REPORTS TO</b>	County Council
<b>MEMBERSHIP</b>	6 Public Members (one from each electoral division) 1 Edmonton Garrison Member 2 Council Members 1 Sturgeon School Division Member

Mayor (ex officio)

## **TERM OF OFFICE**

Public Members appointed on a three year (calendar) rotation by resolution of Council.

Public Members may serve more than two consecutive terms if no other applications are received.

Term becomes effective January 1 and ends December 31 of the given year.

For continuity purpose, approximately 1/3 of members to be appointed annually.

Council Members appointed annually at the organizational meeting.

Edmonton Garrison Member appointed by Garrison Base Commander.

Council may request the resignation of any Board member with due cause or reason at any time prior to the expiry of the member's term of office, and any member of the Board may resign at any time upon sending notice to the Manager, Community Services.

## **CHAIRMANSHIP**

Elected annually by members of the Community Services Advisory Board at its first meeting of the year.

## **MEETINGS**

Time and date set and approved by Council upon recommendation of the Board.

## **GOVERNANCE**

5 Board members required to be in attendance to constitute a quorum.

Decision making technique will be a majority vote.

Meeting agenda, minutes and all related correspondence will be will be emailed to Board Members 7 days in advance of Board meeting.

Communication outside of committee will take part through the Chair in consultation with the Community Services Manager and Communications Department.

Feedback will be provided through recommendation

to Council. Manager of Community Services to ensure Council receives updates on all decisions made by the Board.

**REMUNERATION**

Remuneration and traveling expenses for Public Members shall be accordance with remuneration as specified under the policy of Sturgeon County, and shall be established by Council from time to time.

Remuneration expenses for Council members shall be considered to be already covered with the Councillor's annual salary.

**ADMINISTRATIVE  
RESPONSIBILITY**

Manager, Community Services will provide support and resources to the Board as required.

**RESOURCES AND BUDGET**

Board honorarium, travel and subsistence and conference expenditure is approved through the annual budget process. Community Grant dollars is subject to specific allocations by Council through the annual budget process.

**REVIEW**

Annual on or before December 31<sup>st</sup>.

**AMENDMENT PROCEDURE**

Correcting clerical, grammatical and typographical errors can be made by committee and filed with the County's Legislature Officer. Changes to duties and responsibilities that add clarity or improve the express intent without materially changing the committee role can be approved by the Committee. All other changes need to be approved by resolution of Council.

**ENACTMENT**

Upon approval by resolution to Council.  
Schedule E of bylaw 960/02 is hereby repealed.