

# COMMUNITY SERVICES ADVISORY BOARD

## Terms of Reference

### 1. PURPOSE

The Board makes recommendations to Council on matters pertaining to Parks and Recreation, Culture, Family and Community Support Services and Library Services.

#### 1.1 Background

The *Municipal Government Act* sections 145 and 146 contains provisions authorizing municipal councils to pass bylaws in relation to the establishment of Council Committees. Community Service Advisory Board has been a long-standing committee of Sturgeon County to address matters related to the Community Services Department including Recreation, FCSS and Libraries.

### 2. LEGISLATIVE AUTHORITY

*Municipal Government Act*, RSA 2000 c.M-26, as amended  
Bylaw 1301/13 Proceedings of Council and its Committees  
Bylaw 1381/16 Council Committees  
Community Association Grant Policy

### 3. DUTIES & RESPONSIBILITIES

The Committee has the authority to:

- Establish the dates for each Committee meeting;
- Appoint a chair and vice chair (as designated alternate); and
- Create or review Committee Terms of Reference.

Address and formulate a recommendation for Council on any items referred to the Committee in accordance with the Public Engagement Spectrum.

Perform duties as described in the Community Association Grant Policy.

Be available to represent the needs and interest of the division, by connecting with community associations.

Share information on trends and issues in their community.

To participate in any learning opportunities that are available to Board members including but not limited to the ARPA or FCSSAA annual conference to build on our knowledge and capacity.

### 4. ROLES

#### Role of the Chair/Vice Chair

Be in attendance and present the annual report to Council on behalf of the Board.

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Approved by Council: DATE -Motion ###/##

Fulfill role in Boards and Committees Selection Committee as described in their Terms of Reference:

- Attend interviews of the respective Committees.
- Evaluate potential applicants for the respective Committees.
- Complete the Board and Committee recommendation for the Committee and submit it to the Legislative Officer to be included in the Board and Committee recommendation provided to Council.

Manage the meeting process: ensure we start and end on time, preside over the conduct of the meeting, including the preservation of good order and decorum, determine speaking order when two or more members wish to speak, and ruling on all questions relating to the orderly procedure of the meeting.

## **5. MEMBERSHIP**

**(As described in Bylaw 1381/16)**

6 public members (one from each electoral division from which they live)  
2 members of Council  
1 Sturgeon School Division representative

Board members who miss two consecutive meeting will be under review.

## **6. TERM OF MEMBERSHIP**

**(As described in Bylaw 1381/16)**

## **7. CHAIRMANSHIP**

**(In addition to that described in Bylaw 1381/16)**

The Chair and Vice Chair shall be elected annually by members of the Community Services Advisory Board at its first meeting of the year.

## **8. MEETINGS**

Dates and times set annually by the Board.

## **9. GOVERNANCE**

Quorum is 5 voting members of the committee.

The agenda shall be prepared by the administrative representative and distributed 7 calendar days prior to the meeting.

The minutes shall be prepared by the administrative representative and circulated 5 calendar days after the meeting.

Motions presented to the Committee will be debated and carried by majority vote.

Information items only will be shared from the administrative representative between meetings via email to all members to provide timely information unless otherwise directed by the Board.

Recommendations made to Council during regular meetings shall be prepared and presented on behalf of the Board by the administrative representative. Attendance by any member of the board to assist in responding to questions is encouraged.

Annual Reports will be prepared and shall be made to Council.

**10. REMUNERATION**

**(As described in Bylaw 1381/16)**

**11. ADMINISTRATIVE RESPONSIBILITY**

**(In addition to that described in Bylaw 1381/16)**

Preparation and distribution of meeting agenda packages and minutes to all Committee members.

Provide the context for the decisions to promote understanding of the issue.

Develop and facilitate the group decision making process.

**12. ENACTMENT**

Upon approval by Council

**Maintenance and Refinement of Terms of Reference**

Correcting clerical, grammatical and typographical errors can be made by committee and filed with Legislative Services. 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.

At the first meeting of the Committee annually following the appointment of community members the committee will review Committee Terms of Reference.