




Request for Decision

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| Title | Community Services Advisory Board Terms of Reference |
| Proposed Motion | That Council approve the Community Services Advisory Board Terms of Reference as amended. |
| Administrative Recommendation | Administration supports the recommendation and the effort by the Board to update their Terms of Reference. The scope of the review and the suggested changes fall within the Board's responsibility and authority. |
| Previous Council Direction | January 10, 2017 – Motion 004/17: That Council endorse the Committee Terms of Reference as reviewed and recommended by the Community Services Advisory Board. |
| Report | <p><u>Background Information</u></p> <ul style="list-style-type: none"> • Council's Boards and Committees are required to review and, if required, recommend amendments to their respective terms of reference annually. • The recommended amendments to the Terms of Reference do not contemplate any material changes in roles and responsibilities. • There are seven specific amendments debated by the Board that require Council's endorsement, in addition to some wording and ordering changes: <ul style="list-style-type: none"> ○ Additional clarity on roles within the purpose; ○ Additional role-related to best and innovative approaches to public engagement; ○ Additional role in terms of participating in efforts to attract new Board Members into vacant positions; ○ Added individual Board Members section; ○ Additional clarity in the membership section related to appointment and reappointment of Members; ○ Amended rotational schedule to maximize the continuity of the Board; ○ Added call for agenda items from Board Members. |

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| | <p><u>External Communication</u></p> <ul style="list-style-type: none"> No external communication has been shared regarding this recommendation. The public has been informed by virtue of the advertised public Council agenda. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> Council Committees Bylaw 1381/16 |
| Implication of Administrative Recommendation | <p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – 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.</p> <p><u>Organizational:</u></p> <p>No organizational impact. Support to Council Boards and Committees is part of our core service. There is nothing in the proposed amended terms of reference that adjusts the current service levels.</p> <p><u>Financial:</u></p> <p>None.</p> |
| Alternatives Considered | <p>The administrative task of supporting our Committees to review their terms of reference annually comes with no alternatives. The Terms of Reference and recommendation is supported by the Board and changes are aligned with the Council Committees Bylaw and the Engagement Policy.</p> |
| Implications of Alternatives | <p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Council may debate and approve any of the seven recommended amendments. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> There are impacts to the organization in tracking and managing the exceptions created by each Board in the areas of absentee members and the number of consecutive terms members can serve. <p><u>Financial:</u></p> <ul style="list-style-type: none"> No financial impacts. |
| Follow up Action | <p>Circulate the approved Terms of Reference to Board Members and update website information (Community Services/Legislative Services, May 2019).</p> |

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| Attachment(s) | <ol style="list-style-type: none">1. Community Services Advisory Board Terms of Reference (Redlined)2. Proposed 2019 Community Services Advisory Board Terms of Reference |
| Report Reviewed by: | <div><p>Susan Berry, Manager Community Services</p></div> <div><p>Scott MacDougall, General Manager, Municipal Services</p></div> <div><p>Reegan McCullough, County Commissioner – CAO</p></div> |

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 |
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| Planned Growth and Prosperity | | | |
| <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 and MDP pg. 36)</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Supports a strong thriving business environment to strengthen our economic foundation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Plans for responsible growth through the MDP and regional growth plan. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Manages growth for current and future developments through: <ul style="list-style-type: none"> transparent bylaws, policies and processes to enable responsible land development targeting growth around existing and identified future growth areas | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Maintain and Enhance Strong Communities | | | |
| <i>We are committed to a safe and viable community, where our residents are provided with access to opportunities and quality of life. (Strategic Plan and pg. 27 MDP)</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Provides access to programs and services that have a positive impact on residents' quality of life | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Provides access to safe and reliable infrastructure assets | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Supports the safety of people and property | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Strong Local and Regional Governance | | | |
| <i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan and pg. 27 MDP)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> Provides effective leadership and management consistent with Strategic Plan, MDP, master plans, bylaws, policies, community engagement | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> Considers fiscal stability and sustainability | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Fosters collaborative intergovernmental partnerships | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Community Identity & Spirit | | | |
| <i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan and MDP pg. 27)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> Promotes and/or enhances residents' identification with Sturgeon County | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> Support and/or collaborate with voluntary organizations in the region | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Environmental Stewardship | | | |
| <i>We foster a healthy environment and minimize our impact on ecosystems. (Strategic Plan and MDP pg. 27)</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Plans and partnerships that minimize environmental impact on natural areas | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Provides awareness of environmental issues impacting the County | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |