

COMMUNITY SERVICES ADVISORY BOARD

Terms of Reference

1. PURPOSE

Standing Committees of Council facilitate the decision-making process of Council. Committees work on behalf of Council to provide advice and make recommendations to Council. They are an important forum for policy debate and public input on issues within Council's area of responsibility.

The Board makes recommendations and reports 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 OF THE BOARD

The Board Committee has the authority to:

- Establish the dates for each Committee-Board meeting;
- Appoint a chair and vice chair (as designated alternate); and
- Create or review Committee Terms of Reference;
- Review draft policies and bylaws to make recommendations that promote participation in municipal decision making;
- Review and provide input to Council on any matter relating to the mandate of the Community Services Department;
- Perform duties as described in the Community Association Grant Policy;
- Act as a sounding board for input into best and innovative approaches to maximize engagement with residents;
- Participate in 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;
- Participate in efforts to attract new Board Members into vacant positions; and
- Prepare and present an annual report to Council.

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~~Address and formulate a recommendation for Council on any items referred to the Committee in accordance with the Public Engagement Spectrum. The Board will review Council referred draft policies and bylaws to make recommendations that promote participation in municipal decision making.~~

~~The Board will review and provide input to Council to any matter relating to the mandate of the Community Services Department.~~

~~The Board will Pperform 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
Act as a sounding board for input into best and innovative approaches to maximize engagement with residents.~~

~~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.~~

~~Participate in the recruitment efforts to attract new board members into vacant positions~~

~~The Board shall prepare and present an Annual Reports will be prepared and shall be made to Council.~~

4. ROLES

Role of the Chair/Vice Chair

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

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.

Role of Board Members

Board members are accountable for their participation and expected to attend all ~~Committee~~ Board meetings and functions to which they have been appointed. Members who

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miss two consecutive meetings without Board approval will be asked to resign.

Members must keep in confidence matters discussed in private at a Board meeting until the matter is discussed at a meeting held in public.

Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

Members shall respect and support the decision-making process regardless of individual views shared during deliberations.

Board members will be available to represent the needs and interest of the division, by connecting with community associations.

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

The Board ~~committee~~ must remain engaged and vibrant, as a result the appointment and re-appointment of volunteer members beyond the normal two term requirement in Bylaw 1381/16 will be considered based on their skills and qualifications

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

6. TERM OF MEMBERSHIP

(As described in Bylaw 1381/16)

Division	Term
Division 1 & 3	2017-2019
Division 2 & 5	2018-2020
Division 2, 4 & 6	2019-2021

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.~~

9.8. GOVERNANCE

Quorum is ~~five~~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~~ Board 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.~~

~~10.9.~~ REMUNERATION

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

Remuneration and travel expenses for Members shall be in accordance with rates and schedules as approved from time to time and reflected on a monthly expense claim.

~~11.10.~~ ADMINISTRATIVE RESPONSIBILITY

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

Call for agenda items prior to the development of ~~draft~~ Board agendas

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

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

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

Administration shall ~~P~~provide the context for the decisions to promote understanding of the issue. Develop and facilitate the group decision making process.

Administration shall ensure new members receive orientation to the Board.

~~Provide Orientation to new Board Members~~

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~~

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12.11. ENACTMENT

Upon approval by Council

Maintenance and Refinement of Terms of Reference

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

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