

**TOWN OF REDWATER  
BYLAW NO. 815**

**COMMUNITY SERVICES BOARD**

BEING A BYLAW OF THE TOWN OF REDWATER, IN THE PROVINCE OF ALBERTA, TO  
ESTABLISH A COMMUNITY SERVICES BOARD.

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WHEREAS, the Council of the Town of Redwater has authorized a Community Services Program for the Town;

WHEREAS, the Council of the Town of Redwater deems it advisable to establish a board plan, coordinate, evaluate and operate such programs;

WHEREAS, under the powers of Section 7, Municipal Government Act, the Municipal Council of the Town of Redwater, duly assembled, thereby enact as follows;

NOW THEREFORE, the Council of the Town of Redwater in the Province of Alberta hereby establishes a Board to be known as the Redwater Community Services Board.

**1. DEFINITIONS IN THE BY-LAW**

- a) "TOWN" shall mean the Town of Redwater;
- b) "COUNCIL" shall mean the Council of the Town of Redwater;
- c) "BOARD" shall mean the Redwater Community Services Board of the Town of Redwater;
- d) "CAO" shall mean the Chief Administrative Official of the Town of Redwater;
- e) "MANAGER" shall mean the Manager of Redwater Community Services

**2. MEMBERSHIP**

- 1. The board shall consist of up to Ten (10) members to be appointed by resolution of Council;
- 2. Membership shall include:
  - a) Two (2) members of Council who shall be appointed annually at the Organizational Meeting of Council;
  - b) Up to eight (8) members from the community-at-large representing a cross section of varied backgrounds of the community;
- 3. Within the eight (8) members of the community-at-large the board shall endeavor to include the following representation:

- a) one (1) member from the rural Redwater community within Sturgeon County Division VI;
  - b) two (2) youth members residing within the Town of Redwater or rural Sturgeon County (Division VI) 14 to 18 years of age and attending Junior or Senior High School;
  - c) One (1) Seniors Representative (defined as an adult 60 years of age or older) from either the Town of Redwater or rural Sturgeon County (Division VI);
4. The Community Services Manager shall attend all Board Meetings and shall act in an advisory capacity to the Board without voting privilege.
  5. Board members shall not be a permanent employee of the Town of Redwater.
  6. The board may be remunerated for up to twelve (12) meetings a year at a rate which will be established by Council.

### **3. TERM OF OFFICE**

1. The term of office of the community appointments to the Community Services Board shall be for a period of (3) three years. No person shall serve more than two (2) consecutive terms, but he or she may reapply in writing to Council for one final term without absence.
2. Youth members shall be appointed for a one (1) year term with the option of serving a second consecutive year.
3. Upon this Bylaw taking effect, the terms of office excluding Council representatives, shall be adjusted so that a rotation can be established. Appointments to the Board shall be staggered with three board members having three year terms and three board members having two year terms. If a vacancy occurs prior to the expiry of a term, the person appointed to fill the vacancy shall hold office only until the term expires.
4. Council member appointments shall be determined by the Council at their annual organizational meeting.
5. Membership shall be subject to annual review by Council.
6. Council, by resolution, may dissolve the Board at any time, and this relieves the members of all commitment to the Board.

### **4. RESIGNATIONS & TERMINATIONS**

1. Any member may resign from the Board at any time upon sending written notice to Council to that effect.
2. Any person of the said Board, upon recommendation from the Board, may be removed for cause by resolution of Council at any time.
3. Any member of the Board who is absent from three (3) consecutive meetings shall (unless such absence is authorized by resolution of the Board and recorded in the meeting minutes) forfeit his or her membership. The Board may recommend to Council another individual to complete the term.

## 5. OFFICERS

1. The Board shall elect a Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Chairperson shall previously have served a consecutive 6 month term on the Board. The Chairperson shall not be a member of Council or the Community Services Manager.
2. The Board shall elect a Vice Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Vice Chairperson shall not be a member of Council or the Community Services Manager.

## 6. MEETINGS

1. The Board shall adopt such rules and regulations as its members may agree upon, providing such rules and regulations are not inconsistent with powers herein conferred or in the Municipal Government Act. Copies of all such rules and regulations shall be filed with the C.A.O.
2. The Board shall meet once a month. This condition may be waived at the discretion of the Board. There will be at least ten (10) meetings of the Board in a one (1) year period. Special meetings may be called by the Chairperson, the Manager of Community Services, or at the request of any four members at a minimum of 24 hours notice.
3. The time and place of all Board meetings are to be determined by the Board.
4. Regular meetings of the Board shall be open to the Public.
5. A quorum of the Board shall be a simple majority of its membership.
6. All members of the Board, including the chairperson, shall vote on every question and in the event of a tie, the motion shall be defeated.
7. Minutes shall be taken of all meetings by the Manager or a designate. A copy of such minutes shall be signed by the Chairperson and the Manager or designate and shall be filed with the CAO in the Town Office.

8. All correspondence and records of the Board shall be filed with the Town Office.
9. There cannot be three (3) consecutive months within the calendar year without a board meeting.

## 7. **PURPOSE**

1. The Board is to act in an advisory role subject to the general policies of the Town, within an approved budget, for all matters pertaining to community programs, events and/or services.
2. The Board is to stimulate and promote citizen awareness of the importance of community programs, events, and/or services.

## 8. **DUTIES AND RESPONSIBILITIES**

1. The Board shall recommend any form of FCSS (Family and Community Support Services) or recreation programs, events or services that serve the needs of the community. These may include but are not limited to programs, events or services for children, youth, seniors, adult learning, recreation, leisure, cultural and/or those that are preventative in nature as per the Family and Community Support Services provincial legislation.
2. An annual report shall be completed and provided to Council and other reports as needed or requested.
3. The Board shall act as advisor to the Manager with regard to the Community Services Department by assisting the Manager in:
  - a) a continuing evaluation of all programs
  - b) formulating plans and priorities
  - c) preparing an annual budget of expenditures and revenues
  - d) providing input on the development of new or ongoing programs, events or services
4. The board shall receive monthly reports from the Manager.
5. The Board shall promote, encourage and facilitate volunteerism and the use of volunteers.
6. The Board shall cooperate with and encourage all organizations, public, private, civic, social, and religious within the Town and area supporting, promoting and working for community service.
7. The Board shall encourage submission of project briefs pertaining to community services from responsible individuals and groups based on terms of reference established by the Board.

8. The Board shall consider leisure, cultural, and preventative projects and applications received and shall recommend approval, deferment, or rejection of such projects. The recommendations of the Board shall be subject to approval by Council.
9. The Board shall have the authority to appoint Sub-Committees as deemed necessary and to define the terms of reference for each Sub-Committee.
10. The Board shall endeavor to gain an understanding of needed programs, events or services within the community.
11. The Board shall work pro-actively with the community at large to address the needs that have been identified.

9. **BUDGETS AND FINANCE**

1. By October 31<sup>st</sup> of each year, the Board shall submit, to the C.A.O., a budget of estimated expenditures and revenues for the next budget year with respect to all matters over which the Board has jurisdiction. The budget will be reviewed and submitted with the Town's annual operating budget to Council, for approval. If the Council has concerns with the budget as submitted, it shall be referred back to the Board with additional guidelines to assist the Board in redrafting the budget, or portions of it. The Council approves the final budget.
2. The Council reserves the right to amend the proposed budget or approved budget at any time during the year. The Council shall notify the Board on any amendments prior to the amendment being voted on by Council.
3. In the event that the Board determines a need to make an expenditure that has not been approved in the final budget, approval from Council must be given before such expenditure can be made. The Council will consider the changes at the earliest possible meeting. If approved, the changes are to take effect immediately.

10. **LIMITATIONS OF POWER**

1. Neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Board nor any member thereof have any power to authorize any expenditure to be charged against the Town.
2. No member of the Board shall institute any program unless the program is approved by the Board.
3. Except when appointed to communicate a decision of the Board no members thereof shall issue or report to issue any order, direction, or instruction to any member of Town staff.

4. It is acknowledged that the normal day to day operations and activities will be administered by the Community Services Manager.
5. All public communication shall be the responsibility of the Community Services Manager in consultation with the Board.

**11. SEVERABILITY**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Town Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

**12. REPEAL BYLAWS**

This Bylaw repeals Bylaw #788.

**13. COMING INTO FORCE**

This Bylaw comes into full force and effect upon the day it receives third and final reading.

Read a first time this 3<sup>rd</sup> day of December 2013.

Read a second time this 3<sup>rd</sup> day of December 2013.

Read a third time and finally passed this 3<sup>rd</sup> day of December 2013.



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Mayor



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Town Manager