

**TOWN OF MORINVILLE
BYLAW 18/97**

BEING A BYLAW OF THE TOWN OF MORINVILLE
IN THE PROVINCE OF ALBERTA TO ESTABLISH
THE COMMUNITY SERVICES ADVISORY BOARD
AND TO SET FORTH THE DUTIES AND
RESPONSIBILITIES THEREOF.

WHEREAS, the Municipal Government Act, provides for the establishment of any Board considered desirable for the purpose of managing and operating or advising in the management and operation of any branch or any department of the municipality's services in the extension and improvement thereof;

AND WHEREAS, the Family and Community Support Services Act, and amendments thereto, and regulations passed thereunder provide for the establishment, administration and operation of a family and community support services program within a municipality;

AND WHEREAS, the Municipal Government Act, and amendments thereto, provide for the appointment of a Parks Board and a Recreation Board;

AND WHEREAS, Council has deemed it desirable to amalgamate the above described functions under one Board to be known as the Community Services Advisory Board;

NOW THEREFORE, the Municipal Council of the Town of Morinville duly assembled hereby ENACTS AS FOLLOWS:

1. TITLE

This bylaw may be cited as the Community Services Advisory Board Bylaw of the Town of Morinville.

2. DEFINITIONS

"Board" means the Community Services Advisory Board.

"Town" means the Town of Morinville.

"Community Services" means the provision of recreation and cultural services, the programming and operation of recreation and cultural facilities, parks and family and community support services.

"Council" means the Council of the Town of Morinville.

"Director" means the Director of Community Services Department.

3. GOAL OF THE BOARD

The goal of the Board is to advise Council on policies which are consistent with the Community's needs and to correlate various community services offered by the Town so as to make them responsive to the needs of the Community.

4. STRUCTURE OF THE BOARD

There is hereby established and constituted a Board to be known as the Community Services Advisory Board to exercise the duties and powers and to perform the functions as prescribed by this bylaw.

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- A) The Board shall consist of nine (9) members appointed by resolution of Council, two (2) of which shall be members of Council.
- B) The members of Community Services Advisory Board shall hold office for three (3) years, providing that on the first appointment, Council shall designate members who shall hold office
 - (i) until the organizational meeting in November following the date of appointment;
 - (ii) until the organizational meeting in November of the second year following the date of appointment;
 - (iii) until the organizational meeting in November of the third year following the date of appointment;respectively, so that, as nearly as possible, one-third of such members may retire each year. The term of any member so appointed shall not exceed eight consecutive years on Board.
- C) Any member may resign from the Board at any time upon sending written notice to Council to that effect, and any member may be removed from the Board by Council at any time.
- D) Where a member ceases to be a member of the Board before the expiration of their term, Council may appoint another eligible person for the unexpired portion of the term.
- E) A member ceases to be a member of the Board when they:
 - (i) fail to attend two (2) consecutive regular meetings of the Board, unless absence is caused through illness or is authorized by resolution of the Board.
 - (ii) cease to be a resident of the Town;
 - (iii) are hired in a full time capacity with the Town.

5. COMMITTEES OF THE BOARD

The Board may appoint ad hoc committees of its members and/or of citizens at large to deal with any matter, special study, or assignment coming within its jurisdiction. Such committees shall deal only with the matter of question referred to it for consideration and shall upon completion of the assignment be dissolved.

6. MEETINGS

- A. The Board shall hold at least six (6) regular meetings per year at a time and place so designated by the Board.
- B. Special meetings of the Board may be called by the Chairman, with the approval of two members of the Board.
- C. If the Chairman of the Board is absent or refuses to call a special meeting when requested by any member of the Board the Vice Chairman of the Board shall call a special meeting requested to do

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so in writing by any four (4) members of the Board. A special meeting may be called on 24 hours notice by the Chairman.

- D. The Chairman and all members present shall vote on every question before the Board and in the event there is an equal number of votes for or against a resolution, the resolution is defeated.
- E. The members of the Board may consider or transact any business at any meeting provided it is within the terms of reference established for the Board, or delegated to it by the Town Council.
- F. A majority of the eligible members of the Board shall form a quorum. Vacant positions will not be taken into consideration when considering quorum unless the Board falls to three (3) members.
- G. The Board shall establish such rules and regulations as are necessary to govern the conduct of the Board meetings, and meetings of committees appointed by the Board. Copies of all such rules and regulations shall be filed with the Town Manager and Director.
- H. Minutes shall be kept of all Board meetings (regular and special) and copies shall be filed with the Town Manager and the Director. Board minutes shall be placed on the next Council agenda following the Board meeting for recommendation and/or information purposes.
- I. All correspondence to and from the Board shall be kept on file at the office of the Director.
- J. The Board may be consulted by Council on matters affecting the Board's general powers and duties.

7. OFFICERS OF THE BOARD

- A. At the first meeting of the Board following the annual Organizational meeting of Council in each year, the Board shall, appoint a Chairman; immediately thereafter the Board shall appoint a Vice Chairman who shall act in the absence of the Chairman.
- B. The Chairman shall be appointed for one (1) year by the members of the Board, to a maximum of two consecutive years and may be reappointed following his/her termination as Chairman for a minimum of (1) one year.
- C. The Town Manager may and the Director shall attend any meeting of the Board in an advisory capacity, but shall not be entitled to vote. The Director may arrange for the attendance of staff as required from time to time.

8. ACCOUNTABILITY

- A. The Board's actions shall be accountable to Council.
- B. The Director shall be accountable to the Town Manager for the

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effective administration and implementation of all aspects of the budget approved for Community Services.

- C. One Council representative on the Board, as designated by Council, shall be accountable to Council for liaison between the Board and Council.

9. GENERAL POWERS AND DUTIES OF THE BOARD

Without restricting the generalities of the foregoing, the Board is authorized;

- A. To encourage community groups to make representation to the Board in the development and review of the Boards policy recommendations to Council.
- B. To recommend and/or comment to Council on issues related to Community Services.
- C. The Board shall have the authority to conduct public meetings, receive public submissions, and accept briefs from the public pertaining to Community Services.
- D. In the interest of well balanced coordinated programs, the Board shall cooperate with and encourage all organizations, public private, civic, social and religious within its jurisdiction, which are supporting, promoting and working for an improved quality of life in Morinville.
- E. The Board shall have the power to make recommendations to Council regarding rules and regulations as they deem necessary from time to time provided such rules and regulations are not inconsistent with powers herein conferred. Copies of all such rules and regulations shall be filed with the Director and Town Manager.
- F. The Board shall be consulted whenever it is proposed to lease or to sell or to otherwise dispose of any Town land that is held for Municipal Reserve and School Reserve purposes or for other public recreation and whenever it is proposed to purchase or otherwise acquire land for public recreating purpose.
- G. The Board shall be concerned with matters pertaining to parks, playgrounds, athletic fields, and all recreation and cultural facilities owned or controlled by the Town. It shall be concerned with the development of recreation and cultural events and programs. It shall also liaison with community groups and residents as well as promoting awareness of recreation and culture.
- H. The Board will make recommendations to Council, on all programs concerning Family Community Support Services. These programs include those which promote social development of children and families. The Board will be concerned with creating an environment that encourages the personal growth and development of individuals within the community by strengthening our citizens and their family units.

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10. LIMITATIONS

Unless otherwise authorized by Council:

- A. The Board shall not, other than in manner of general overview, concern itself with the day to day administration, within the approved budget, of purchasing, personnel services, accounting and utilization of facilities and equipment. These specified areas will be governed by the standards and policies as approved by Council from time to time, governing all Town departments within the responsibility delegated to the Director, and via the Town Manager with Council.
 - B. Neither the Board nor any member thereof shall have the power to pledge the credit or the Town in any manner whatsoever, nor shall the Board or any member thereof have the power to authorize any expenditure nor appropriate or expend public monies in any manner whatsoever.
 - C. The Board may make requests or recommendations on behalf of the community with Provincial, Federal or other Municipal Governments only through Council.
11. BYLAW 4/93 and Bylaw 24/94 to establish Community Services Advisory Board are hereby rescinded.
12. This bylaw comes into effect upon the date of final passing thereof.

READ a first time this 28th day of October, 1997.

READ a second time this 28th day of October, 1997.

READ a third time and finally passed this 28th day of October, 1997.



Mayor



Town Manager