

TITLE: COMMUNITY SERVICE BOARD
TERMS OF REFERENCE

EFFECTIVE: 1996/02/21

1. GENERAL

The Town of Irricana Council authorized the formation of the Community Services Board in accordance with Section 7(B), (F) and Section 145 (A) of the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, and Policy 5.1, Appointed Boards/Committees.

2. MISSION

The Mission of the Community Services Board shall be to support recreational and preventative social programs that enhance well being and encourage a strong, vibrant community.

3. SCOPE

The Council of the Town of Irricana recognizes the value of guidelines that act as framework for the Community Services Board. These guidelines include:

a)That the Board shall be concerned with community issues that enhance, strengthen and stabilize family and community life. The Board shall be concerned with the growth and development of a broad range of programs to help prevent family or community social breakdown and to help prevent the development of personal or family crisis that may require major intervention or rehabilitative measures to correct.

b)That the Board shall be concerned with and make recommendations to Town Council on all matters pertaining to recreational areas. The recreational areas may include but are not limited to: program equipment and playgrounds, playfields, athletic fields, green spaces, recreational trail systems and other recreation or leisure facilities owned and operated by the Town of Irricana, or on other properties with the written consent of the owners and authorities thereof. The Board shall be concerned with the growth and development of a broad range of recreation activities and the coordination of facility development and use, to provide opportunity for people of all ages to use their leisure time.

c)That the Board may be consulted on all matters affecting the development, maintenance, and use of public recreation facilities and community facilities within the boundaries of the Town of Irricana and as may be provided in agreements with parties outside of the Town boundaries.

d)That the Board shall promote and facilitate the use of volunteers in the delivery of its programs.

e)That the Board shall encourage all organizations whether public, private, civic, social or religious, which are supporting, promoting and working for family and community life and recreational activity within the area of the Board's jurisdiction.

f)The Board may act in an advisory role to Council on proposed purchases, sales and leases of lands to be used or being used for public recreation and social purposes. The Board shall not have the power to enter into contracts or pledge the credit of the Town on behalf of the Town.

4. MEMBERSHIP

a)The Director of Community Services shall act as a non-voting Secretary to the Board.

b)That the Chairperson or Vice-Chairperson shall make representations on behalf of the Board, to Town Council. Upon the Chairperson or Vice-Chairperson being unavailable, another member of the Board may be designated to make such representation.

c)That the Board shall be comprised of one (1) appointed Council representative and (6) six members of the community at large.

d)That the Chairperson and Vice-Chairperson shall be chosen from the committee members at the first meeting following the annual organizational meeting of Council.

e)That the Board members are allowed one vote. In the event of a tie, the motion will be defeated.

5. FUNCTION

a)That the Board shall hear and consider representations arranged by appointment by any individual, organization, or delegations arising there from with respect to Community Services matters.

b)That the Board shall recommend to Town Council an annual budget of estimated

c)Community Services revenues and expenditures for the next following year.

d)That the Board shall submit annual reports of the Board's activities. The reports shall be submitted to Council before April 30th of the following year.

6. MEETINGS

a) That regular meetings of the Board shall be held monthly but may be changed by the Board from time to time as the Board may deem advisable.

b) That a quorum of the Board shall be a simple majority of the serving Board members.

MAYOR _____

MOTION _____

CHIEF ADMIN. OFFICER _____

DATE: Oct 15, 2012

OFFICIAL ADMINISTRATOR _____

REVISED: Oct. 02, 1995
Apr. 01, 2002
Nov. 16, 2004
Oct. 20, 2008
Oct. 15, 2012

MOTION: 351:95
MOTION: 156:02
MOTION: 311:04
MOTION: 362:08
MOTION: