

TOWN OF DRAYTON VALLEY

BYLAW 91-26

Being a Bylaw of the Town of Drayton Valley in the Province of Alberta to provide for the establishment of a Community Services Board and to set forth the duties and responsibilities of that Board.

WHEREAS, in accordance with the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 1980, and amendments thereto, the Council of a municipality may pass a bylaw for the establishment of an Advisory Board;

AND WHEREAS, the Council of the Town of Drayton Valley desires to promote, expand and enhance parks, recreation, culture, tourism and economic development in Drayton Valley;

NOW THEREFORE, the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

1. There is hereby established a Board which shall be known as the Drayton Valley Community Services Board.
2. This Bylaw shall be cited as the Drayton Valley Community Services Board Bylaw.
3. Interpretation
 - a) Town - means the Town of Drayton Valley.
 - b) Board - means the Town of Drayton Valley Community Services Board.
 - c) Council - means the Town of Drayton Valley Council.
 - d) Member of the Town-at-large - means a citizen of the Town of Drayton Valley.
 - e) Municipal District of Brazeau No. 77 - means the municipal corporation of the Municipal District of Brazeau No. 77 surrounding the Town of Drayton Valley.
 - f) Member of the Municipal District of Brazeau No. 77 - means a citizen of the Municipal District of Brazeau No. 77, as previously defined in this Bylaw.

4. Purpose of the Board

The Board shall provide recommendations to Council in making decisions and developing municipal policies and strategies regarding parks, recreation, culture, tourism and economic development in Drayton Valley.

5. Duties/Terms of Reference

The Board shall:

- a) Review the recommendations contained in the Recreation Master Plan, the Tourism Action Plan and the Economic Development Plan on an ongoing basis using the following process:
 - i Recommend a unified approach to deliver the needs established in the aforementioned plans.
 - ii Encourage participation from various public groups to confirm public benefit of the community needs.
 - iii Establish short and long term priorities of the community needs.
 - iv Assess the financial aspects of the community needs and explore options to achieve these needs.

Initials:



Mayor



Municipal Secretary

- v Recommend the implementation of the plans to Council based on the community needs.
- b) Consider those items pertaining to parks, recreation, culture, tourism, and economic development which have been referred to the Board by the public or Council and forward recommendations to Council for decisions.
- c) Recommend to Council the need for sub-committees as required for special projects.

6. Composition of the Board

- a) The Board shall consist of nine (9) to eighteen (18) members, who shall be appointed by resolution of Council for a one year term, being January 1st to December 31st, or part thereof, unless otherwise provided for in this bylaw, and be composed as follows:
 - i Three (3) members of Council
 - iv Six (6) to fifteen (15) members of the Town-at-large, with special consideration being given by Council to applications received from members of the Municipal District of Brazeau No. 77 when required.
- b) Board members shall be selected on the basis of an active interest in parks, recreation, cultural, tourism, and economic development activities and a willingness to communicate with others in their sector.
- c) If any member of the Board is absent from three (3) consecutive regular meetings, the Council may, upon recommendation of the Board, declare the position vacant and fill the position in accordance with Council policy.
- d) The Council may revoke the appointment of any member(s) prior to the expiration of their term(s) for just cause.

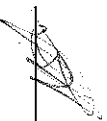
7. Procedures

- a) Council shall appoint three Councillors, and of those three Councillors, a Chairperson and a Vice Chairperson, at the annual organizational meeting of Council, for a one year term.
- b) The Chairperson shall preside at meetings of the Board and in the absence of the Chairperson, the Vice Chairperson, and in the absence of the Vice Chairperson, the third Council member will act as Chairperson. Should none of the Council members be present at the meeting, the meeting will be cancelled and rescheduled for another time.
- c) The Board may hold regular monthly meetings, with such meetings to be set by the Board, or special meetings as required, at the call of the Chairperson.
- d) A quorum for regular and special meetings of the Board shall consist of a majority of appointed Board members.
- e) The Secretary, as designated by the Town Manager, shall prepare an agenda for each upcoming meeting of the Board, containing items submitted by the Chairperson or Board members, and shall be circulated three days in advance of the meeting.
- f) A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Secretary. A summarization of all topics recorded in the minutes shall form the basis of a report, to be included in the regular Council agenda for Council's review and decision. The report shall be reviewed at the Council meeting by the Board Chairperson, or Vice Chairperson in the event of absence.

Initials:



Mayor



Municipal Secretary

Copies of all minutes shall be made available to all Board members.

g) The Chairperson and all appointed Board members shall vote on any question, except where authorization to abstain from voting due to conflict of interest has been obtained, in which case the Board member(s) abstaining shall leave the premises, and shall not take part in the discussions or voting. In the event of a tie, the motion shall be lost.

h) Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order.

i) Neither the Board nor any member thereof shall have the power or authority to pledge the credit of the Town in connection with any matter whatsoever, nor shall the said Board or any member thereof have the power to authorize any expenditure to be charged against the Town of Drayton Valley and any of its agencies, corporations, managers or other committees of Town Council.

j) Neither the Board nor any members thereof shall perform activities relating to fundraising or advertising on behalf of the Town, unless such activities have been previously sanctioned by Council resolution.

k) Neither the Board nor any member thereof shall have the power or authority to regulate, direct or control the duties, functions and operation of the Town Manager or subordinates.

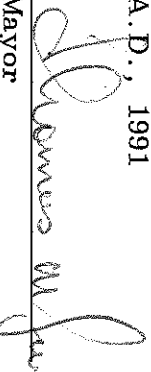
l) The Town Manager, and/or members of Town Administration, as authorized by the Town Manager, shall be entitled to attend all meetings of the Board in an advisory capacity, but shall not be entitled to vote.

m) The Mayor shall be entitled to attend and vote on all questions at any and all meetings of the Board.

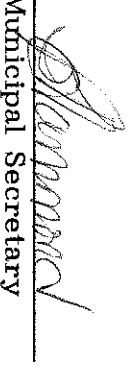
8. Bylaws 91-10, 91-11 and 91-12 of the Town of Drayton Valley are hereby repealed.

This Bylaw shall come into force and have effect from and after the date of third reading thereof.

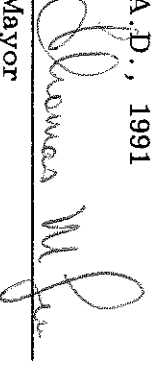
Read a first time this 31st day of October
A.D., 1991


Mayor

SEAL


Municipal Secretary

Read a second time this 31st day of October
A.D., 1991


Mayor

SEAL


Municipal Secretary

Authorization for third reading given this 31st day of October

A.D., 1991

Sharon M. Lee
Mayor

SEAL

Hammond
Municipal Secretary

Read a third time this 31st day of October

A.D., 1991

Sharon M. Lee
Mayor

SEAL

Hammond
Municipal Secretary