
BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AND REGULATE THE TOWN OF BLACKFALDS COUNCIL COMMITTEES

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act, RSA 2000, c M-26* and amendments thereto, for the purpose of establishing procedures for Council Committees, and other bodies established by Council;

WHEREAS, pursuant to Section 145 of the *Municipal Government Act, RSA 2000, c M-26* and amendments thereto, permits Council to pass bylaws to establish procedures for Council Committees, and other bodies established by Council;

WHEREAS, it is the desire of the Council to establish Council Committees and prescribe the powers, duties and functions of those Committees.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled, hereby enacts:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Council Committee Bylaw**”.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule “A” - Criteria for Establishing a Committee
 - 1.2.2 Schedule “B” - Committee Terms of Reference Template
 - 1.2.3 Schedule “C” - Committee Evaluation Checklist
 - 1.2.4 Schedule “D” - Terms of Reference, Economic Development & Tourism Advisory Committee
 - 1.2.5 Schedule “E” - Terms of Reference, Family & Community Support Services Board
 - 1.2.6 Schedule “F” - Terms of Reference, Recreation, Culture & Parks Board
 - 1.2.7 Schedule “G” - Terms of Reference, Member at Large Review Panel

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
 - (a) “**Act**” means the *Municipal Government Act, RSA 2000, c M-26* and any amendments thereto.
 - (b) “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*.
 - (c) “**Closed Session**” means a portion of a meeting or a meeting that is closed to the public as the matter to be discussed falls within one of the exceptions to the disclosure in Division 2, Part 1 of the *Access to Information Act*.
 - (d) “**Committee**” means a committee, commission, board, authority, task force or other body established by Council.
 - (e) “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
 - (f) “**Ex Officio**” means the Mayor, acting by virtue of holding the office of Mayor, who may participate in discussions and receive Committee materials, but does not have the right to vote or be counted toward quorum, unless otherwise expressly provided
 - (g) “**Legislative Services**” means employees who work in Legislative Services.
 - (h) “**Member**” means members of Council who are appointed to Committees by Council at the annual Organizational Meeting of Council, or as required throughout the year.
 - (i) “**Member at Large**” means a member of the public appointed by Council to a Committee.

- (j) “**Member at Large Review Panel**” means the Members appointed to carry out the interview process and recommendations for Member at Large appointments and subsequent approval consideration by Council.
- (k) “**Recording Secretary**” means an employee who has been designated by the Chief Administrative Officer or designate to act as the Recording Secretary for a Committee.
- (l) “**Staff Liaison**” means a designated employee of the Town, who acts in a liaison capacity for a Committee and who can provide subject matter expertise to the Committee.
- (m) “**Single Purpose Task Force**” means a body appointed by Council to study or work on a specific project or problem facing Council.
- (n) “**Town**” means the municipality of the Town of Blackfalds.
- (o) “**Organizational Meeting**” means a meeting that is held annually at the first meeting of the calendar year where the election is held for the Chair and Vice Chair if required, for the applicable Committee.
- (p) “**Organizational Meeting of Council**” means the meeting that is required to be held annually under section 192 of the *Municipal Government Act* not later than 2 weeks after the 3rd Monday in October.
- (q) “**Pecuniary Interest**” means a matter that could monetarily affect a Member, Member at Large or a Member, Member at Large appointee’s family, as referenced in the Act. Family is defined as a spouse, adult interdependent partner, children, parents of a spouse or adult interdependent partner.

PART 3 – EXCLUSIONS

- 3.1 This Bylaw does not apply to the:
 - 3.1.1 Assessment Review Boards;
 - 3.1.2 Municipal Emergency Management Committee;
 - 3.1.3 Policing Committee;
 - 3.1.4 Municipal Library Board;
 - 3.1.5 Council Remuneration Committee;
 - 3.1.6 Intermunicipal Committees;
 - 3.1.7 Municipal Planning Commission; and
 - 3.1.8 Regional Subdivision and Development Appeal Board.

PART 4 - ESTABLISHMENT OF COMMITTEES

- 4.1 The following Committees are hereby established.
 - 4.1.1 Economic Development & Tourism Advisory Committee;
 - 4.1.2 Family & Community Support Services Board;
 - 4.1.3 Recreation, Culture & Parks Board; and
 - 4.1.4 Member at Large Review Panel.
- 4.2 Unless otherwise provided for in this Bylaw. Members and Members at Large are appointed by Council resolution.
- 4.3 In determining when or if a Committee should be established, Council shall refer to the Criteria for Establishing a Committee, attached as Schedule “A” of this Bylaw.
- 4.4 When a Committee is established, the Terms of Reference for the applicable Committee shall be developed, as per the template attached as Schedule “B”, which shall include:
 - 4.4.1 The purpose of the Committee;
 - 4.4.2 The composition of the Committee; and
 - 4.4.3 Roles and responsibilities of the Committee.

- 4.5 The Chief Administrative Officer shall designate the position who will carry out the Staff Liaison role required for providing subject matter expertise and advice to each Committee.
- 4.6 The Chief Administrative Officer shall designate the position who will carry out the Recording Secretary duties for each Committee.
- 4.7 If the Committee receives grants, donations, or contributions, any monies received will be administered by the Town under their accounting principles and the terms under which the monies were received.
- 4.8 If applicable, the Committee will prepare and submit an annual proposed budget for Council as part of the Town's budget process.

PART 5 - MEMBER APPOINTMENTS

- 5.1 Member appointments will be conducted at the annual Organizational Meeting of Council unless otherwise directed by resolution of Council.
- 5.2 During the annual appointment process, consideration shall be given to weighing the benefits of proposing Members for either new appointments or reappointments.
 - 5.2.1 New appointments may provide Members with increased learning opportunities and exposure to various Committees.
 - 5.2.2 Reappointments may be warranted in certain Committees, for instances when it is deemed to be beneficial due to continuity, complexity, knowledge, organizational history, training requirements, etc.
- 5.3 Members appointed to Committees are to act as representatives of the Council, and as per the *Municipal Government Act*, consider the welfare and interest of the municipality as a whole and to act as liaisons between the Committee and Council. In this role, the Member will:
 - 5.3.1 Advocate proactively within the Committee for outcomes that will help to progress the outcomes that are set out in Council's Strategic Plan.
 - 5.3.2 Monitor and guide the Committee's activities in order to ensure they are aligned with the Committee's mandate.
 - 5.3.3 Ensure that the Committee is not directing any Staff Liaison or other Town resource to undertake work on behalf of the Committee.
 - 5.3.4 If there is a conflict between a Member's personal opinion on an issue and the direction provided by Council, the Member should represent Council by voting in alignment with the Council position.
 - 5.3.5 As per the *Municipal Government Act*, when the Committee brings forth a question or request to Council, the Member should vote from the perspective of Council; this means that, even if a Member voted in favour of a motion at Committee, they may find themselves voting against the issue at Council after hearing the debate and opinions of fellow Councillors.
 - 5.3.6 Make every effort to attend scheduled meetings.
 - 5.3.7 Actively participate in open and respectful sharing of opinions.
 - 5.3.8 Make every effort to ensure that matters are considered fairly and consistently.
 - 5.3.9 Make decisions based on the best available information.
 - 5.3.10 Report back to Council routinely on the activities of the Committee.
- 5.4 Members are to keep matters discussed at a Committee meeting in a Closed Session confidential until such time that they are discussed at a Committee meeting held in public.

- 5.5 Following the municipal election, the Chief Administrative Officer will ensure that the Members are provided with an introduction to the various Committees prior to or during the Council orientation training.
- 5.6 Mayor – Ex Officio
- 5.6.1 The Mayor is an Ex Officio, by virtue of office, on Committees established pursuant to section 4.1 of this Bylaw.
- 5.6.2 As an Ex Officio participant, the Mayor:
- a) may attend and participate in Committee meetings;
 - b) shall not have voting rights;
 - c) shall not be counted for the purposes of quorum; and
 - d) shall not be counted toward the maximum number of Council Members permitted on a Committee.
- 5.6.3 The Ex Officio role of the Mayor automatically transfers with the office of Mayor and does not require appointment by Council.

PART 6 - MEMBER AT LARGE APPOINTMENTS

- 6.1 No municipal employee shall be appointed as a Member at Large unless expressly permitted under a specific provision of this Bylaw.
- 6.2 Annually in September, those Member at Large terms that are set to expire but are eligible for reappointment shall be asked to provide written confirmation of their interest in reappointment.
- 6.3 Once the number of Committee vacancies is determined, notification of such vacancies shall be published on the Town's, social media, website and in local area newspapers. Vacancies that occur throughout the year will be listed on the Town's website and periodically posted on the Town's social media outlets.
- 6.4 Application forms shall be made available at the Town's Civic Centre and on the Town's website.
- 6.5 Any vacancies may be filled from the retained applications or through additional advertising.
- 6.6 The Member at Large Review Panel will review all applications for vacancies on a Committee.
- 6.7 The Member at Large Review Panel will shortlist candidates.
- 6.8 The Member at Large Review Panel will conduct interviews with all new and re-applying Members at Large to make recommendations to Council for consideration.
- 6.9 All Members of the Member at Large Review Panel shall actively participate in the interview and selection process.
- 6.10 Legislative Services shall manage all applications received, schedule interviews on behalf of the Member at Large Review Panel, and provide any other administrative support required.
- 6.11 The reapplying Member's at Large participation, service and conduct on the Committee shall be considered in the review process.
- 6.12 Member at Large Appointments will be for 1-, 2-, or 3-year terms unless determined elsewhere, or otherwise approved by Council.
- 6.13 No Member shall serve on a Committee for more than three (3) consecutive terms, unless authorized by Council.
- 6.14 Appointments to fill a vacancy due to resignation will be appointed to the Committee for the balance of the term.
- 6.15 If not restricted by legislation, Council may appoint Members at Large to fill a Committee vacancy for terms which are incomplete due to the resignation or removal of a Member.

- 6.16 Council may consider and subsequently approve Member at Large annual appointments, as recommended by the Member at Large Review Panel.
- 6.17 Following Council approval, applicants shall be notified of their appointment by Legislative Services.
- 6.18 All Members and Member at Large appointees shall be required to submit a Criminal Record Check free of charge to Legislative Services prior to their attendance at the first Committee meeting.
- 6.19 Council may revoke a Member at Large appointment from a Committee by resolution for any reason they deem appropriate.
- 6.20 Legislative Services shall maintain a current record of all Committee appointments and details of their term.
- 6.21 A Member at Large may resign at any time but must provide the Chair of the Committee with written notice in advance. The Chair will notify Council, through Legislative Services, and Town Council will formally accept the resignation.
- 6.22 All Member at Large Appointees will serve without remuneration. In instances where expenses are incurred for out-of-town meetings or other events approved by the Committee, the applicable travel expenses will be paid for the Member at Large, where the relevant budget has been provided.

PART 7 - RULES OF PROCEDURE

- 7.1 All Member at Large appointees to a Committee shall conduct their business in accordance with this Bylaw and the applicable Terms of Reference as attached in the applicable Schedule to this Bylaw.
- 7.2 In accordance with the Act, a meeting may be conducted by means of electronic or other communication facilities if:
 - 7.2.1 The facilities enable the public to watch and/or listen to the meeting;
 - 7.2.2 The facilities enable all the meeting's participants to watch and/or hear each other; and
 - 7.2.3 Notice is given to the public of the meeting and the way in which it is to be conducted.
- 7.3 Members at Large or Members participating in a meeting held via communication facility are deemed to be present at the meeting.
- 7.4 A Committee may appoint one or more sub-committees by resolution to consider or inquire into any matter that falls within its purpose. The sub-committee(s) shall then report their findings to the Committee.
- 7.5 Once the sub-committee has met its purpose the sub-committee will be dissolved by way of resolution.
- 7.6 To benefit from additional expertise, a Committee may invite others to assist with making presentations and/or serving on a sub-committee. These individuals shall not have voting powers.
- 7.7 No action of a Committee, except where a power to act has been granted by Council or as legislated, shall be binding on the Town.
- 7.8 The Chair of a Committee shall not be a Council Member.
- 7.9 The Chair of the Committee will:
 - 7.9.1 Liaise with the Recording Secretary on the agenda development for meetings;
 - 7.9.2 Review the draft minutes once prepared by the Recording Secretary;
 - 7.9.3 Preside over and keep order at Committee Meetings;
 - 7.9.4 Endeavour to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events;
 - 7.9.5 Ensure that new appointees receive an orientation on the Committee prior to their first meeting; and
 - 7.9.6 On behalf of the Committee, report annually to Council as outlined in Section 9 of this Bylaw.

- 7.9.7 Completion of Committee Annual Evaluation Checklist
- 7.10 The Chair of the Committee shall endeavour to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events.
- 7.11 Meetings of the Committees shall be scheduled as determined by their Terms of Reference and/or as otherwise scheduled by the Committee.
- 7.12 Once all Committee meeting dates are determined by the Committee at its Organizational Meeting, they will be posted on the Council meeting calendar on the Town's website.
- 7.13 Committee meeting agenda packages will be made publicly available on the Town's website at least three (3) days in advance of a meeting date, unless extenuating circumstances prevent this from occurring.
- 7.14 All Committee meetings must be held in a publicly accessible location.
- 7.15 A quorum shall consist of fifty percent (50%) of the Committee unless otherwise provided for by legislation or regulation.
- 7.16 All Committee meetings shall be open to the public unless the topic falls under the *Access to Information Act*, Division 2 - Exceptions to Disclosure.
- 7.17 Before entering a Closed Session, the Committee shall state:
- 7.17.1 That the Committee will be moving to Closed Session;
- 7.17.2 The basis under which the meeting will be held in Closed Session, as defined by legislation; and
- 7.17.3 A vote must be held to move to a Closed Session, and a separate vote shall be held to return to the open public meeting. No other motions may be made in a Closed Session.
- 7.18 Committees will follow the rules of procedure for Council as outlined in the Council Procedural Bylaw unless another act or authority states otherwise.
- 7.19 All Members and Members at Large, excluding the Mayor acting in an Ex Officio capacity, shall be required to vote on any matter before the Committee unless a conflict of interest is declared. In the event of a tie vote, the motion shall be deemed defeated.
- 7.20 Nothing in this Bylaw shall be construed to empower a Committee to pledge, appropriate or expend any public money without prior approval of Council.
- 7.21 Nothing in this Bylaw shall be construed to empower a Committee to direct resources of the Staff Liaison.
- 7.22 Minutes from the Committee meeting will be taken and, following adoption, signed by the Committee Chair and Recording Secretary. Originals will be forwarded to Legislative Services for filing and inclusion in the next Regular Meeting of Council under its Consent Agenda.
- 7.23 Any Member at Large who is absent from three (3) consecutive meetings of the Committee automatically ceases to be a Member at Large as of the date of the third meeting unless such absence is authorized by resolution of the Committee.
- 7.24 Individual Committees shall utilize the Committee Evaluation Checklist, attached as Schedule "C". This shall be used to determine the committee's effectiveness. The evaluation shall occur annually, at the end of each Committee mandate, or as determined by the Council.
- 7.25 Members at Large have a responsibility to make decisions based on the best interests of the Town.

PART 8 - REPORTING PROCEDURES

- 8.1 A Committee, with the exception of the Member at Large Review Panel, shall report annually to Council on:
- 8.1.1 Their proposed work / strategic plan;
- 8.1.2 Matters referred to them or requested by Council; or
- 8.1.3 When Council approval is required for a specific action, initiative or budget request.

- 8.2 Committees shall report to Council through the Chair or designate.
- 8.3 Any sub-committee struck by a Committee shall report to Council through the Committee.

PART 9 - REPEAL

- 9.1 That Bylaw 1125/11 – Blackfalds and District Recreation, Culture and Parks Bylaw, and Bylaw 1221/18 – Blackfalds and District Family and Community Support Services Board Bylaw and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 10 - DATE OF FORCE

- 10.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the First time this 24th day of June, 2025.

READ for the Second time this 12th day of May, 2026.

READ for the Third time this 12th day of May, 2026.

-Original Signed-

MAYOR LAURA SVAB

-Original Signed-

CAO KIM ISAAK

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SCHEDULE "A"**CRITERIA FOR ESTABLISHING A COMMITTEE**

1. **Will the mandate of this Committee be to look into a specific issue or oversee an ongoing issue?**

(This will help determine if Council should create a Committee or a Single Purpose Task Force, defined as a body appointed by Council to study or work on a specific project or problem facing Council. Normally, task forces have a set mandate and term and are disbanded once the task has been completed. Task forces can consist of representation from both Council and the public.)

2. **Will this Committee help, advise, instruct, or exercise any responsibility for or authority over any aspect of the organization that has already been delegated to Administration? If so, then what will Council hold the Town Manager accountable for in this regard?**

3. **Has Council developed a clear mandate for the Committee, and has criteria been established for how and what it will report to Council?**

4. **Will the mandate of this Committee assist Council in parts of its own Strategic Plan, goals, or responsibilities?**

5. **Has Council established what specific resources will be required by this Committee, and are they available to be committed?**

(This will include resources such as Staff Liaison, Recording Secretary and support, appropriate budget, and sufficient timelines to properly investigate the objectives.)

SCHEDULE "B"**COMMITTEE TERMS OF REFERENCE TEMPLATE****1. Purpose/Mandate**

1.1. This section outlines the purpose of the applicable Committee.

2. Membership

2.1. This section outlines the Committee membership and shall include the following clause:

2.2 As per the Council Committee Bylaw, any member who is absent from three (3) consecutive regular meetings of the Committee automatically ceases to be a Member at Large as of the date of the third meeting unless such absence is authorized by resolution of the Committee.

3. Meetings

3.1 This section outlines the Committee's meeting schedule and specifies that, if required, the election of Chair and Vice Chair will be completed at the Organizational Meeting.

4. Committee Roles and Responsibilities

4.1 This section outlines the roles and responsibilities of the Members at Large on the Committee and must include the following:

4.1.1. Completion of Committee Annual Evaluation Checklist.

SCHEDULE "C"

COMMITTEE EVALUATION CHECKLIST

1. **Is the mandate of the Committee still relevant, or has the original mandate and/or the need for the Committee changed?**

Still relevant _____ Not Fulfilled _____

If not, is there any reason by the Committee should continue to exist?

2. **Has the board or Committee Mandate been fulfilled?**

Fulfilled _____ Not Fulfilled _____

If not, is there any reason by the Committee should continue to exist?

3. **What is the recommendation of the Staff Liaison pertaining to the overall mandate and function of the Committee?**

4. **Has the Committee reported its progress throughout the year?**

5. **Are the activities of the Committee consistent with its mandate?**

6. **Are Members at Large of the Committee still considered the right fit, or does the membership need to change?**

7. **Has the Committee had a large turnover rate or had difficulty attracting Members at Large?**

8. **What additional term is required for this Committee to complete its mandate?**

SCHEDULE "D"**TERMS OF REFERENCE
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE****1. Purpose/Mandate**

- 1.1. The purpose of the Economic Development & Tourism Advisory Committee ("EDTAC") is to act as an advisory committee to Council and provide guidance and advice in the implementation of strategies outlined in the Economic Development & Tourism Strategy that serves to enhance economic development and tourism in the Town of Blackfalds including additional strategies, ideas and solutions related to economic development and tourism in the Town of Blackfalds and area.

2. Membership

- 2.1 EDTAC is comprised of a minimum of eleven (11) members who are appointed by Council. Council will appoint EDTAC members on the basis of demonstrated appreciation of and participation in community economic development and tourism matters. Membership includes:
- 2.1.1 A maximum of two (2) Town Council members (voting members);
 - 2.1.2 A maximum of one (1) Lacombe County Council member (voting member);
 - 2.1.3 A minimum of eight (8) members at large with experience in or passion for business, innovation or economic development (voting member); and
 - 2.1.4 Economic Development Officer and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
- 2.2 The majority of members must maintain a residence within the Town of Blackfalds.
- 2.2 The term of the Committee appointments will be for up to two (2) years.

3. Meetings

- 3.1 EDTAC will review the dates and times of the regular meetings at the beginning of each calendar year. Meetings will typically be held starting at 7:00 p.m. on the first or second Monday of February, April, June, September and November. The Chair may call additional meetings as required.

4. Committee Roles and Responsibilities

- 4.1 At the February meeting, the Committee, by a majority vote, will elect a Chair and Vice Chair for the Committee to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council in relation to economic development and tourism initiatives. Decisions of the EDTAC are not binding on the Town of Blackfalds until it is approved by Council.
- 4.3 Establish project sub-committees as required. These sub-committee may include non-EDTAC members. Project committee will report back to EDTAC through the sub-committee chair.

SCHEDULE "E"**TERMS OF REFERENCE
FAMILY & COMMUNITY SUPPORT SERVICES BOARD****1. Purpose/Mandate**

- 1.1 The purpose of the Family & Community Support Services Board ("**FCSS**") is to act as an advisory board to Council, governed by a partnership with the Government of Alberta dedicated to enhancing the social prosperity of individuals, families, the community and district. The FCSS Board provides recommendations, with support and advice from Administration, regarding direct service provision; including, but not limited to, programming, policy development, volunteer recognition, annual budgeting, partnering opportunities, and funding for other social prevention programming providers. The decisions and recommendations that come from the Board for Council's consideration are influenced by the current Social Needs Assessment and Master Plan.

2. Membership

- 2.1 FCSS Board is comprised of a minimum of eight (8) to a maximum of ten (10) members, which are appointed by Council. Council will appoint FCSS Board members who are dedicated to enhancing the social prosperity of individuals, families, the community and district. Membership includes:
- 2.1.1 A maximum of two (2) Town Council members (voting members);
 - 2.1.2 A minimum of five (5) - maximum of seven (7) members at large who are residents of Blackfalds (voting members);
 - 2.1.3 A maximum of three (3) members at large who are Lacombe County residents (voting members); and
 - 2.1.4 FCSS Manager and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
 - 2.1.5 Council can appoint an additional member at large who is a resident of Blackfalds (voting members) making the maximum (8) if they are unable to fill the Lacombe County position.
- 2.2 The majority of members must maintain a residence within the Town of Blackfalds.
- 2.3 The term of the Committee appointments will be for up to three (3) years.

3. Meetings

- 3.1 Meetings will be held starting at 7:00 p.m. on the second Thursday of the month, with no meetings regularly scheduled in July and August. The Chair may call additional meetings as required.
- 3.2 The FCSS Board shall hold a minimum of (6) regular meetings annually at a time and so designated by the FCSS Board.

4. Committee Roles and Responsibilities

- 4.1 At the Organizational meeting, the Committee, by a majority vote, will elect a Chair and Vice Chair for the Committee to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council on the development, provision, and quality of a broad range of family and community support services and programs, including monitoring and review of the terms of reference. As well as recommend the allocation of grants and funds to community organizations.
- 4.3 The Board shall advise and make recommendations regarding the preparation of a Social Needs Assessment Master Plan at least every five (5) years, outlining, in order

- of priority, and providing recommendations relating to preventive social services matters in accordance with the Social Needs Assessment Master Plan.
- 4.4 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of Bylaws, policies, and procedures relating to preventative social services matters in accordance with the Social Needs Assessment Master Plan.
- 4.5 The FCSS Board shall adjudicate the nomination process for annual volunteer recognition awards for the Town of Blackfalds and recommend award recipients.
- 4.6 Donated funds that are remaining at the end of the budget year may be held in municipal reserves for Council approved municipal family and community support services projects. Provided these funds are reported and shown in the annual audit report, the FCSS Board may recommend to Council special projects for allocation of reserve funds generated by family and community support services related activities.
- 4.7 Decisions of the FCSS Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee both recommendations will be brought forward.
- 4.8 Establish project sub-committees as required. These sub-committee may include non-FCSS Board members. Project committee will report back to the FCSS Board through the sub-committee chair.
- 4.9 The Board shall promote collaboration throughout the Regional Family and Community Support Services District to encourage the sharing of available resources towards the provision of preventative social services opportunities for everyone in the district.

SCHEDULE "F"**TERMS OF REFERENCE
RECREATION, CULTURE & PARKS BOARD****1. Purpose/Mandate**

- 1.2** The purpose of the Recreation, Culture & Parks ("RCP") Board is to act as Advisory Board which provides recommendations to Council on the planning, development, and policy of municipal recreation services and amenities. The RCP Board provides recommendations, with support and advice from Administration, regarding direct service provision; including, but not limited to, programming, policy development, annual budgeting, partnering opportunities, and funding for other providers. The decisions and recommendations that come from the Board for Council's consideration are influenced by the current Recreation Master Plan and Community Services Framework Policy.

2. Membership

- 2.4** The RCP Board is comprised of a maximum of eight (8) members, who are appointed by Council. Council will appoint RCP Board members who are dedicated to enhancing the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, parks and green spaces. Membership includes:
- 2.1.1** A maximum of two (2) Council members (voting members);
 - 2.1.2** A minimum of five (5) - maximum of six (6) members at large who are residents of Blackfalds (voting members);
 - 2.1.3** A maximum of one (1) Lacombe County resident may be appointed (voting member); and
 - 2.1.4** Director and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
- 2.5** The majority of members must maintain a residence within the Town of Blackfalds.
- 2.6** The term of the Committee appointments will be for up to three (3) years.

Meetings

- 3.3** Meetings will be held starting at 6:30 p.m. on the first Wednesday of the month, with no meetings regularly scheduled in July and August.
- 3.4** The RCP Board shall hold a minimum of four (4) regular meetings annually at a time and so designated by the RCP Board.
- 3.5** The Chair may call additional meetings as required.

Committee Roles and Responsibilities

- 4.1** At the Organizational meeting, the RCP Board elects a Chair and Vice Chair for the Committee by a majority vote to serve a one (1) year term.
- 4.2** The Committee will make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs and parks and green spaces.
- 4.3** The RCP Board will recommend the allocation of Community Initiatives Grant funding to community organizations.
- 4.4** The RCP Board shall provide advice and recommendations on the development of a Recreation Master Plan, including prioritizing initiatives and guiding the growth of recreation, culture, and park resources in alignment with the Recreation Master Plan and Community Services Framework Policy.

- 4.5 Decisions of the RCP Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee, both recommendations will be brought forward.
- 4.6 The RCP Board may establish sub-committees as needed. A sub-committee may include non-RCP Board members. The designated Chair of the sub-committee will report back to the RCP Board.
- 4.7 The Board shall promote regional collaboration to encourage the sharing of available resources towards the provision of recreation opportunities within the district.

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SCHEDULE "G"**TERMS OF REFERENCE
MEMBER AT LARGE REVIEW PANEL****1. Purpose/Mandate**

- 1.1 To carry out the screening, interview and selection process for the Member at Large Appointments and make recommendations to Council on Member at Large Appointments to Council Committees.

2. Membership

- 2.1 The Member at Large Review Panel will consist of three (3) Council Members.

3. Meetings

- 3.1 Meetings will be held on an as needed basis.

4. Committee Roles and Responsibilities

- 4.1 To review all applications received for vacancies on a Committee.
- 4.2 Shortlist candidates for an interview.
- 4.3 Conduct interviews.
- 4.4 Make recommendations for Member at Large appointments to Town Council.