

**WHEATLAND COUNTY
COMMUNITY ENHANCEMENT REGIONAL BOARD
TERMS OF REFERENCE**

PURPOSE

1. The purpose of the Community Enhancement Regional Board (CERB), is to assist Wheatland County in an advisory capacity by considering and making recommendations to Council on the annual distribution of Community Enhancement Funding as per Wheatland County's Community Enhancement Reserve Policy.

SCOPE

2. In meeting its purpose, Board shall review funding applications, listen to oral presentations, and make recommendations to Wheatland County Council with respect to:
 - a. which applicants qualify for funding in accordance with criteria set out in the "Community Enhancement Funding Guidelines";
 - b. how much funding should be awarded to qualified applicants, taking into consideration funding priorities approved by Council; and
 - c. whether conditions should be placed on funds recommended for any applicant.
3. The Board is advisory in nature and therefore shall have no authority to expend or commit financial resources of Wheatland County.

BOARD STRUCTURE

4. The Board shall be made up of of fourteen (14) voting Members, consisting of two Members representing each Electoral Division of Wheatland County, as well as one (1) non-voting, staff support Member.
5. The Board is independent from Wheatland County Council; Council does not sit on this Board and is not involved in its recommendations.
6. Board Member appointments will be staggered with the two representatives from each Division having two year terms which expire on October 31st of alternate years.
7. Board Member appointments will be made annually, by Wheatland County Council at their Organizational Meeting.
8. In the event that a Board Member is unable or unwilling to continue to serve on the Board, for whatever reason, Council may approve/appoint a replacement.
9. Board Members shall be paid a per diem and reimbursed for mileage as per Wheatland County's Remuneration County Appointed Non-elected Committee Member Policy.

MEETINGS

10. The Board shall meet as required:
 - a. following the grant application deadline, the Board shall hold meetings to evaluate each application and forward funding recommendations to Wheatland County Council,
 - b. to hear oral presentations from groups under consideration for funding if requested by the Board; and
 - c. to discuss any other business including, but not limited to, funding guidelines, the application process, reporting requirements, and any matters referred to the Board by Council.

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QUORUM

11. A quorum is required for all meetings and resolutions and shall consist of 50% plus one of the total Board membership, that being eight (8) Board Members shall constitute a quorum.
12. No alternates may be appointed to attend meetings in the absence of an appointed Board Member.
13. Should any Board Member be absent for two consecutive Board Meetings, the Board may, by resolution, make a request to Wheatland County Council that the Board Member be dismissed from the Board and replaced with another individual from that Division.
 - a. An absence occurs when the Board Member does not notify the Secretary or any other Board Member prior to the meeting that they will not be attending; If the Board Member notifies the Secretary or any other Board Member of their inability to attend, the Secretary will record their non-attendance as a regret.
14. All decisions of the Board shall be in the form of resolutions duly passed by a majority of its members present.
 - a. The Board shall strive to reach consensus on issues, and shall include minority recommendations, where appropriate, within its communications to Council.
 - b. Once a resolution has been carried, all Board Members must support the resolution whether they voted in favour or against the resolution when dealing with the general public.
15. A resolution is to have a mover only, no seconder is required.

ELECTRONIC MEETINGS

16. As per the Municipal Government Act, Section 199 the Board may conduct a meeting by means of electronic communications.
17. The Board may hold a meeting via electronic communications only if agreed to informally, in writing via mail, fax or email by a majority of all Board Members.
18. Board Members participating in a meeting by electronic communications are deemed to be present at the meeting.
19. As per the Municipal Government Act, electronic communications permitted to be used for Board Meetings include conference call, video conferencing, or any other form of communication that allows the meeting's participants to either watch or hear each other.

REPORTING RELATIONSHIP

20. Through the Board Chairperson, the Board will provide funding recommendations and an annual report to Wheatland County Council for approval.
 - a. The Board Secretary attends the meeting with Council acting in an advisory capacity.

ADMINISTRATION & SUPPORT

21. Wheatland County shall provide one staff member to provide advice and act as a Recording Secretary to the Board.

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22. The Secretary shall:

- a. in cooperation with the Chairperson, prepare all meeting agendas and distribute them to Board Members at least three (3) days in advance of the meeting or as soon thereafter as possible;
- b. prepare minutes of all meeting of the Board, including its recommendations to Council; and shall forward all original, signed minutes of the Board to the appropriate County Department for retention;
- c. provide recommendations and advice to the Board pertaining to funding guidelines, decisions, legal and administrative matters;
- d. develop and maintain program guidelines as well as brochures, advertising and promotional materials to enhance Community Enhancement Funding awareness and opportunities;
- e. provide support/resources for Board meetings as required including, but not limited to, advertising funding, compiling funding applications, reports, and other documents as requested by the Board, and advertising for vacant Board Member positions;
- f. provides advice to funding applicants and reviews applications to ensure completion and consistency with funding guidelines;
- g. confirm that applicants approved for funding have expended Community Enhancement Funding as approved through required final reporting;
- h. provides Board annual reports to Council, and for inclusion in annual reports, newsletters, newspapers and marketing publications; and
- i. brings forward Council's direction and recommendations to the Board.

DISSOLUTION

23. The Board shall be considered dissolved upon termination of the Community Enhancement Reserve.
24. Notwithstanding the above, Council may, by resolution, dissolve the Board at any time or amend its Terms of Reference.