

### 3 CDSB Garrison Wainwright




### Denwood Community Council Constitution

This Constitution replaces all previous versions and provides the authority under which the Community Recreation Association shall manage and supervise all Council assets on my behalf. The Mayor, exercises technical control of the daily operation of the council.



Issued Under the Authority of  
The Garrison Co-ordinator

  
L.Col B.J. Churney  
12 December 2023

## Denwood Community Council Constitution

### NAME

1. The name of the Council shall be the Denwood Community Council, hereinafter referred to as the Council.

### AUTHORITY

2. The Council is established under the authority of the Garrison Coordinator, on behalf of the Commander 3 CDSB Garrison Wainwright, pursuant to QR&O 4.61 and as amplified by PSP Policy Manual Part 7 and A-PS-110-001/AG-002.

3. The Council is a non-profit, community-oriented organization, composed of persons residing in the 3 CDSB Garrison Wainwright Residential Housing Units (RHUs) or Single Quarters (SQs). This Constitution can be found on the [Town of Denwood Facebook Page](#).

### ROLE OF THE COUNCIL

4. The Council is a representative body that brings together all segments of the military community to provide a medium for cooperative study, planning and action to enhance life for all service members and dependants living in the RHUs in Denwood and SQs. It consists of representation from the RHUs, SQs, Garrison services and Garrison authorities.

5. The role of the Council is to work for the general betterment of life for all service members and dependants. Specifically, the Council is responsible to represent the community and shall have the following functions:

- a. providing a forum for the planning, conducting of community activities, and coordinating among the residents of 3 CDSB Garrison Wainwright, covering such areas as social activities, youth activities, cultural activities and special seasonal events in keeping with the interests and aspirations of the community;
- b. to make recommendations and act on matters concerning the welfare, safety, comfort and general well-being of residents of the community;
- c. recruiting leaders and workers as required for the various community activities and services;
- d. developing plans and co-operative projects for the beautification and enhancement of the community;
- e. providing a channel of communication and liaison between the community, surrounding communities, 3 CDSB Garrison Wainwright and the Canadian Forces Housing Agency (CFHA); and
- f. providing a platform for investigating and resolving problems associated with community living.

## **DEFINITIONS**

6. In this Constitution:
  - a. Mayor - means the chairman of the Council;
  - b. Councillor - means an elected or appointed member of the Council;
  - c. Council - means the body composed of all Councillors and the Mayor;
  - d. Resident – means any individual who permanently resides in either a RHU or SQ;
  - e. RHU - means the permanent Married Quarters (MQs) of 3 CDSB Garrison Wainwright;
  - f. Single Quarters – means those quarters designated for permanent single living in personnel;
  - g. Community - means the body of people residing in the RHUs and SQs; and
  - h. Ward - means a designated area within 3 CDSB Garrison Wainwright, which is represented by one or more Councilors as depicted in Annex G.

## **MILITARY COMMUNITY**

7. The military community is defined as Canadian Forces, foreign military personnel, their dependants, and civilian employees who are residents of 3 CDSB Garrison Wainwright.

## **AFFILIATIONS**

8. The Mayor is an ex-officio member of the Wainwright Military Family Resource Centre (MFRC) board of directors.
9. The Council maintains close liaison with the Canadian Forces Housing Agency and the Community Recreation Association.

## **COMPOSITION OF THE COUNCIL**

10. The Council shall be composed of the following positions:
  - a. a Mayor, normally appointed by the Garrison Commander or their representative;
  - b. a Deputy-Mayor, elected from within Council;
  - c. a Treasurer, elected from within Council;
  - d. a Publicity Member, elected from within Council;
  - e. a Councillor for each of the Wards as defined at Annex G of this Constitution;

11. The following shall be ex-officio members of the Council:
  - a. Manager, Fitness Sports and Recreation or appointed representative;
  - b. CFHA Manager;
  - c. RPOU (W) Representative;
  - d. MP Representative;
  - e. MFRC Representative;
  - f. when required, representatives from CANEX and Chaplain may be invited, and;
  - g. any other members as required by Council.

### **FILLING OF COUNCIL POSITIONS**

12. All 3 CDSB Garrison Wainwright residents 18 years of age and over, except for those designated by the Garrison Commander or their representative to be ineligible, shall be eligible to volunteer for service on the Council. Council members representing the Wards shall be determined through a call for volunteers.

13. Call for Volunteers Process. The call for volunteers process shall be as follows:

- a. coordinated by the Secretary, Notices will be placed on the [Town of Denwood Facebook Page](#), available e-mail lists, and other commonly used methods indicating that volunteers are required to fill Council positions;
- b. if more than one person volunteers for a Ward, the first volunteer will be selected with the remaining volunteer(s) being offered a position in a Ward with a vacant seat if applicable or, their name will be put on a waiting list if they desire; and
- c. if a Ward has a large number of volunteers, the Mayor will be responsible for ensuring a fair and equitable system is used to select the councillors.

14. The Mayor shall present the list of nominations for Ward Councillor to the Garrison Commander or their representative. If there is more than one candidate for a particular vacancy on Council an election may be held within Council; otherwise the Garrison Commander or their representative may appoint the candidates to the Council.

15. Terms of Office

- a. Terms of office for all Council members will normally be one year, September to September;
- b. A letter will be prepared, by the Mayor, at the beginning of each new Council year commencing in September for the Garrison Commander's (or their representative) signature advising

Commanding Officers of

members of their unit who have volunteered to serve on the Council;

- c. Members appointed after the commencement of the new Council year will assume their duties and responsibilities effective the day they are informed of their appointment;
- d. When the position of Mayor becomes vacant, the Deputy Mayor shall assume the duties of the Mayor until the Garrison Co-ordinator or their representative appoints a new Mayor;
- e. Any Councillor who is unable to attend a meeting shall advise the Secretary no later than the day of the scheduled meeting. The minutes shall reflect the councillor's name with regrets. If a Councillor is absent with no excuse, the minutes shall reflect the Councillor's name and absent. A Councillor may be removed from Council and informed in writing if the Councillor is:
  - (1) absent for more than three meetings from October of one year to June of the next year without due cause as determined by the Mayor or;
  - (2) consistently fails to carry out the duties of Councillor as stated in Annex F of this constitution as determined by the Mayor. Council will be fully briefed if this occurs;
- f. If a Councillor who has been removed from Council wishes to redress the dismissal, that Councillor must submit their redress to the COS who will review it on behalf of the Garrison Coord.
- g. At the term's end, the sitting mayor shall recognize sitting council members with the following period of service recognition:
  - (1) Member has filled the role of Deputy Mayor / Councillor, as part of Denwood Council, from \_\_\_\_\_ to \_\_\_\_\_
  - (2) The member has been a productive part of Denwood Council, having attended monthly after-hours Council meetings, contributed to events/activities when able, and supported positive changes to Denwood Council as well as Denwood Community. They have been appreciated as a member of the Council and are welcome to remain in their position until they are no longer able to.

### **MEMBERSHIP RESTRICTIONS**

- 19. No less than 51% of the total Council membership shall be serving members residing on 3 CDSB Garrison Wainwright.
- 20. Ex-Officio members and representatives to Council will be appointed by the affiliated organizations and shall sit as non-voting members on Council.

## **MEETINGS**

21. The Council shall meet monthly, during the evening of the second Tuesday of each month, excluding July and August. Meeting days may be changed at the discretion of the Mayor. Emergency meetings may be called at any time at the discretion of the Mayor. Emergency meetings will be announced by written notice, advertisement in the 3 CDSB Garrison Wainwright Routine Orders, or by phone call.

22. Community personnel may attend Council meetings for the purpose of making representation on behalf of interested groups. Closed meetings will not normally be open to community residents.

23. Order of Business. The order of business for Council meetings shall consist, as a minimum, of the following:

- a. attendance and count;
- b. reading and approval of previous minutes;
- c. old business;
- d. Treasurer's report;
- e. Publicity Coordinator's report;
- f. new business;
- g. committee reports;
- h. ex-officio reports;
- i. reports of councillors on their respective wards;
- j. review of meeting and decisions made; and
- k. meeting adjournment.

## **AGENDA**

24. An agenda for each Council meeting will normally be prepared and circulated to all Councillors at least 48 hours prior to the meeting. Councillors wishing to add items to the agenda must advise the Secretary at least eight working days prior to the next meeting; however, points can still be raised under "New Business" if the subject arose after the agenda was printed.

## **VOTING PRIVILEGES**

25. Ward Councillors shall be the only voting members of Council with the exception of the Mayor who will not vote on matters placed before Council except in the case of a tie.

26. Any Ward Councillor unable to attend the Election of Deputy Mayor, Secretary, Treasurer, or Publicity Coordinator may vote electronically.

27. Ex-officio members shall not be voting members of Council.

## **QUORUM**

28. A quorum is constituted by 60% of the voting membership of the council. A majority shall be considered the single voice of the Council.

## **APPROVAL OF MOTIONS**

29. Motions, shall require the consent of a simple majority of the quorum.

30. All decisions of Council are subject to the approval of the Garrison Co-ordinator or their representative.

## **DISTRIBUTION OF MINUTES OF MEETINGS**

31. The Secretary shall maintain Minutes of Council meetings. After signature by the Mayor, the Manager Fitness Sports and Recreation, and Senior Manager, PSP, they shall be passed to the Garrison Co-ordinator or their representative for comments and approval. Distribution shall be as follows:

- a. Garrison Co-ordinator, or their representative;
- b. Garrison RSM;
- c. Lodger Unit Commanding Officers;
- d. Lodger Unit RSMs;
- e. Mayor;
- f. Deputy Mayor;
- g. all Councillors;
- h. Garrison Chaplains;
- i. PSP Representative;
- j. MFRC representative;
- k. CFHA representative; and
- l. Community residents, upon receipt of a written request.

## **FINANCES**

32. Council's finances are controlled through the Non-Public Funds (NPF). All financial support and procedures are to be carried out in accordance with NPF guidelines as detailed in A-FN-105-001/AG-001, Policy and Procedures for the Non-Public Property Accounting. Any purchases for Council programs or activities must be approved by an individual with NPP delegated authority.



33. The financial management of Council shall be as follows;
- a. Fiscal Year: The fiscal year of Council shall coincide with the NPF Fiscal year. Prior to the end of the fiscal year, Council shall prepare a budget and meet for approval;
  - b. Financial Responsibility: Council finances are managed in conjunction with the Community Recreation Association (CRA). At all times Council is responsible for maintaining proper financial control, applying sound financial management practices and ensuring that Council remains financially sound;
  - c. Operating Budget/Expenses:
    - (1) Council is financially supported by the CRA and all funds are used for events, programs or activities that benefit residents of 3 CDSB Garrison Wainwright.;
    - (2) an operating budget shall be submitted by the Treasurer to Council in January, prior to the year-end, for approval by Council. Included with the budget, on a separate sheet should be a forecast of any requirements for NPF capital expenditures and/or assistance. After Council approval, the budget shall be presented to the Manager FSR to be included in the CRA budget and approved by the Garrison Fund Committee;
    - (3) once approved, all expenditures budgeted for may be authorized by the Mayor. Council approval is required on any non-budgeted expenditure over \$50.00; and
    - (4) all financial business shall be conducted through or with direct liaison with the Treasurer.
  - d. NPF Capital Expenditures: Council will submit any plans for capital expenditures to the PSP representative for review and onward submission to the appropriate approval authority.

### **DISTRIBUTION OF CONSTITUTION**

34. All Council members, ex-officio members of Council, the Garrison and their representative shall receive a copy of the Council Constitution and all subsequent amendments. Any other individuals such as commanding officers, key Garrison or community related appointments may request a copy of the Constitution through the Mayor or the Secretary.

### **AMENDMENTS TO THE CONSTITUTION**

35. The Constitution can be amended by providing the proposed amendment to Council. The proposed amendments will be reviewed and brought up at the next designated Council meeting and voted on in accordance with paragraph 29 above. Amendments are subject to the approval of the Garrison Commander or their representative. Prior notice of a motion for amendment shall be given at the previous regular meeting and posted on the [Town of Denwood Facebook Page](#). Amendments to Ward designations established by Council will not be altered unless exceptional circumstances initiate a requirement to do so. Any proposed changes to Ward designations must

be brought to the Mayor with justification for the proposed change. The 3 CDSB Garrison Wainwright Garrison Commander or their representative has final say on changes to Ward designations.

### **GEOGRAPHICAL ORGANIZATION**

36. The 3 CDSB Garrison Wainwright residential areas shall be divided into Wards. Wards are designated and are shown at Annex G - Ward Map of 3 CDSB Garrison Wainwright.

### **INVENTORY CONTROL & VERIFICATION**

37. All Non-Public Property Council assets will be recorded and verified as per A-FN-105-001/AG-001.

### **SPONSORSHIP, DONATIONS & CHARITABLE FUNDRAISING**

38. If the Council seeks to solicit sponsorships or donations, or to raise funds for a charitable campaign or organization, the NPP Fundraising Policy and NPP Fundraising Guide shall be reviewed. All fundraising activities must be pre-approved by the Principal Authorized Agent (Senior Manager, PSP) prior to activities commencing.

### **LIST OF ANNEXES**

- Annex A – Terms of Reference - Mayor
- Annex B – Terms of Reference – Deputy Mayor
- Annex C – Terms of Reference - Secretary
- Annex D – Terms of Reference - Treasurer
- Annex E – Terms of Reference –Publicity Coordinator
- Annex F – Terms of Reference - Councillor
- Annex G – Ward Map, 3 CDSB Garrison Wainwright

**TERMS OF REFERENCE - MAYOR**

1. The Mayor is responsible to the Garrison Commander and their representative and the Denwood Community Council through the Executive. The Mayor is responsible for the daily operation and administration of the Council including, but not limited to: enforcing the Council Constitution; fulfilling the Council's and Community's goals and aspirations; assisting the Council and Volunteer Committees in defining policies and plans; supervising Councillors and Volunteers; the management of the Council's budget; and, the maintenance of Council property as required. The Mayor shall be in attendance at all Council Regular, Executive, and General Meetings in the capacity of chairperson.
2. Specifically, the Mayor is responsible for:
  - a. long range community and Council planning;
  - b. implementing programs in accordance with the objectives, philosophy, and decisions of the Council;
  - c. co-ordination and supervision of all areas of Council activities;
  - d. ensuring all Council decisions comply with the Constitution;
  - e. ensuring orderly functioning of the Council;
  - f. preparing agendas and convening Council Meetings in accordance with the Council Constitution;
  - g. maintaining and disseminating a current list of Council duty allocations;
  - h. assisting the Council and Committees in understanding and carrying out their responsibilities;
  - i. acting as Ex-Officio of Council sub-committees;
  - j. assisting sub-committee chairpersons in the selection of members of works committees to develop committee plans and policies;
  - k. completing annual letters of appreciation of Councillors and forwarding them to individuals' units (for military) or keep in file (for civilian) as required;
  - l. assisting the Treasurer in preparation of annual budget and operating the Council within approved budget guidelines;

**TERMS OF REFERENCE – DEPUTY MAYOR**

1. The Deputy Mayor is responsible to the Mayor. The Deputy Mayor assists in the planning and implementation of Council activities to achieve goals in accordance with the objectives and philosophy of the Council. The Deputy Mayor shall assist the Mayor with Council administration as assigned. They shall also be in attendance at all Council Meetings. In the absence of the Mayor, they shall act in the capacity of Chairperson.
2. Specifically, the Deputy Mayor is responsible for:
  - a. in the absence of the Mayor assumes their responsibilities;
  - b. becoming fully aware of the policies, procedures, goals and objectives of the Council and strive in assisting and achieving them;
  - c. assisting in planning and implementing programs in accordance with the objectives and philosophy of the Council;
  - d. maintaining Council members up to date of all scheduled events and activities;
  - e. coordinating Council activities;
  - f. attending and participating in all Council Meetings as a Councillor;
  - g. assisting in preparation for Council meetings;
  - h. assisting Councillors in their duties and keeping them informed of any changes with regards to the Council;
  - i. assisting the Mayor in preparation of letters of appreciation;
  - j. ensuring the orderly functioning of the Council sub-committees;
  - k. acting as Ex-Officio of Council sub-committees as required;
  - l. attending social events related to the Council; and
  - m. being the main point of contact for all complaints from community residents.
3. The Deputy Mayor is accountable to the Mayor.

**TERMS OF REFERENCE - SECRETARY**

1. The Secretary shall attend all Council meetings, record accurate minutes of the proceedings and distribute the minutes once approved and process all correspondence of the Council.
2. Specifically, the Secretary is responsible for:
  - a. becoming fully aware of the policies, procedures, goals and objectives of the Council and strive in assisting and achieving them;
  - b. recording minutes at all Council Meetings;
  - c. contacting Council members as a reminder of upcoming meetings;
  - d. maintaining all Council correspondence and files, and retaining all records, correspondence and minutes for the present year as well as those of the previous two years;
  - e. distribution of approved Council meeting agendas and minutes to all representatives and applicable agencies;
  - f. booking facilities for all Council meetings;
  - g. preparing and maintaining a nominal role of Council members and phone numbers for distribution to each Council member, as well as providing updates as and when required;
  - h. compiling and maintaining a Council schedule for following Council year;
  - i. maintaining and making necessary revisions to welcome and information packages, collecting completed forms, surveys, etc and distributing results to Council; and
  - j. maintaining the "suggestion" book.
3. The Secretary is accountable to the Deputy Mayor.

**TERMS OF REFERENCES – TREASURER**

1. The Treasurer shall be responsible for maintaining the Council’s financial account in accordance with current regulations.
2. Specifically, the Treasurer is responsible for:
  - a. becoming fully aware of the policies, procedures, goals and objectives of the Council and strive in assisting and achieving them
  - b. maintaining the Council’s financial register;
  - c. preparing the annual budget in conjunction with the Executive and affiliated agencies;
  - d. ensuring all Council expenditures are within the approved budget;
  - e. ensuring that the Council’s financial register balances with the NPF statements;
  - f. advising Publicity Coordinator of upcoming events and providing details with regard to financial commitments;
  - g. ensuring timely processing of invoices and ensuring that they are delivered and actioned by NPF to facilitate bill payment(s);
  - h. compliance with NPF guidelines contained in the A-FN-105-001/AG-001, Policy and Procedures for the Non-Public Property Accounting;
  - i. ensuring any revenue (cash or cheque) collected by the Council for events or activities is held securely and deposited with the Community Recreation department in a timely manner;
  - i. producing and providing monthly financial statements to Council; and
  - j. attending all Council Meetings.
3. The Treasurer is accountable to the Mayor.

**TERMS OF REFERENCE –PUBLICITY COORDINATOR**

1. Each Council sponsored activity shall have a coordinator who will be responsible to form a sub-committee with local residents and/or other agencies to plan and conduct the activity. The Council Mayor may appoint this person from Council members if there's no volunteer(s).
2. Specifically, the Publicity Coordinator is responsible for:
  - a. becoming fully aware of the policies, procedures, goals and objectives of the Council and strive in assisting and achieving them;
  - b. acting as, or assisting the chairperson of activity committee(s);
  - c. organizing and maintaining an activity schedule and providing a monthly update to Council;
  - d. making recommendations to Council for financial expenditures in support of Council sanctioned activities and operating approved activities within approved budget guidelines. Including maintaining a record of expenditures and passing all invoices/bills, receipts, etc to the Treasurer;
  - e. assisting in the preparation of activity committee(s) meeting agendas for review/approval by the Mayor;
  - f. liaison with the Secretary for booking meeting facilities for activity committee(s) meetings (as appropriate);
  - g. seeking out and coordinating volunteers for activities including arranging and/or assisting with the pick-up and/or delivery of equipment as requested by activity committee(s);
  - h. supporting fundraising activities as required;
  - i. providing information to the Community Recreation Coordinator to assist with promotion through established means;
  - j. maintaining all documents and correspondence pertaining to an activity committee(s) working in conjunction with Council and on completion of the activity submit all files and post activity reports to the Secretary; and
  - k. participating in all Council Meetings as a Councillor.
3. The Publicity Coordinator is accountable to the Deputy Mayor.

## **TERMS OF REFERENCE - COUNCILLOR**

1. Councillors are the primary means by which community residents can propose and have their needs and requirements actioned. Councillors shall bring before Council matters of particular concern in their respective Ward and shall seek to advance the general well-being of the community as a whole. Councillors are assigned one per Ward to allow residents ample opportunity to address their needs to the wider community. Councillors shall become fully aware of the policies, procedures, goals and objectives of the Council and strive in assisting and achieving them.

2. Specifically, Councillors are responsible for:

- a. becoming fully aware of the policies, procedures, goals and objectives of the Council and strive in assisting and achieving them
- b. attending all Council meetings on behalf of their ward residents;
- c. assisting in Council sponsored activities within their ward, such as Garrison clean-up, conduct of surveys, Santa Claus tour, distribution of flyers, etc;
- d. welcoming new arrivals to their ward and informing them of the purpose of the Council and how it can be of assistance;
- e. passing requests from ward residents to Council and advising them of actions/decisions taken;
- f. maintaining an up-to-date file on current Council information with a minimum of the last three months' minutes on file. The file should also include the following:
  - (1) list of Councillors to include addresses, home/work telephone numbers and ward list;
  - (2) list of ex-officio members to include their position titles and work telephone numbers;
  - (3) map of Ward boundaries; and
  - (4) a copy of the Constitution;
- g. submitting Ward information of interest to the Publicity Coordinator for publication;



**WARD MAP, 3 CDSB GARRISON WAINWRIGHT**

