

INTERMUNICIPAL NEGOTIATING TASK FORCE

Terms of Reference

1. PURPOSE & MANDATE

- 1.1. The purpose of the Intermunicipal Negotiating Task Force is to consider matters related to Intermunicipal Collaboration Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) between Sturgeon County and its neighbouring municipalities, to share information, and to provide specific direction to the Project Manager / negotiators.
- 1.2. The Intermunicipal Negotiating Task Force shall remain within the jurisdiction of Council.
- 1.3. The Intermunicipal Negotiating Task Force shall serve in an advisory capacity to Council and be delegated the authority to provide specific negotiating direction (consistent with approved negotiating framework) to the Project Manager and/or Negotiators as required.
- 1.4. The Intermunicipal Negotiating Task Force shall be guided by Council's ICF Negotiating Framework. Decisions, recommendations, and actions determined by the Task Force will be driven by this framework and what is in the best interest for Sturgeon County and its neighbours.

2. TERM

- 2.1. The Intermunicipal Negotiating Task Force shall exist until such time as it is dissolved by Council, or upon approval of all required ICFs/IDPs by Council and submission to Alberta Municipal Affairs.

3. MEMBERSHIP

- 3.1. The Intermunicipal Negotiating Task Force shall consist of three (3) Council members from Sturgeon County.
- 3.2. Council members that are not appointed to the Intermunicipal Negotiating Task Force are invited to attend and participate in any discussions pertaining to their division.
- 3.3. The Intermunicipal Negotiating Task Force will be supported by a Project Manager in addition to all members of Senior Administration and other internal or external officials based on the needs of the project.

4. MEMBER RESPONSIBILITIES

- 4.1. All members of the Intermunicipal Negotiating Task Force are expected to:
 - i. adhere to this terms of reference;
 - ii. attend scheduled meetings;
 - iii. recognize, respect, and address the differing needs and values of the other partner municipality during negotiations;
 - iv. fully participate in discussions and decisions, listen actively, share insights and experiences, communicate regularly, and provide constructive input;

Intermunicipal Negotiating Task Force Terms of Reference
Approved by Council: DATE -Motion ###/##

- v. complete preparatory work or reading prior to meetings; and
 - vi. be forward thinking and objective, committed to viewing programs and projects from a community and regional perspective.
- 4.2. At the first meeting of the Intermunicipal Negotiating Task Force an elected member shall be chosen as spokesperson of the Task Force and will serve to represent all recommendations to Council on behalf of the Task Force.
 - 4.3. Quorum shall be no fewer than two Council members, and the Project Manager.
 - 4.4. The Project Manager in addition to all members of Senior Administration and other internal or external officials will participate as non-voting members.
 - 4.5. The Project Manager and Negotiators may make connections and communicate with Administration and elected officials of neighbouring municipalities. They can also collect information, seek clarity and communicate Sturgeon County's position as per direction of the Task Force. They will also offer advice and report to Senior Administration and/or Task Force with key decisions and progress.

5. MEETINGS

- 5.1. Task Force meetings will be held in-camera.
- 5.2. Meetings will be informal, with relaxed rules of order to foster discussion.
- 5.3. Recommendations to Council or direction to the Project Manager / negotiators shall be made by consensus whenever possible. Where consensus cannot be reached, written or verbal reports to Council shall note both positions.
- 5.4. The Task Force will officially meet once per quarter and set additional meetings as needed. The meeting dates shall be set at the call of the Project Manager in consultation with Senior Administration and Council members, if required.
- 5.5. Electronic attendance and participation at meetings shall be permitted if the need and capability exist.

6. ADMINISTRATIVE REQUIREMENTS

- 6.1. Coordination of Task Force meeting locations and setup.
- 6.2. Preparation of meeting minutes and agendas.
- 6.3. Provide context for decisions to promote understanding of the issue.
- 6.4. Administration will provide data, where available; analysis of existing legislation and Council approved policy; operational and contextual oversight with respect to proposed options and recommendations.

7. BUDGET

- 7.1. Intermunicipal Negotiating Task Force expenses will be accommodated within existing budgets, including costs for meetings (i.e. travel, refreshments, venues), and other small components.

8. ENACTMENT

- 8.1. Upon approval by resolution of Council.