



# Terms of Reference

## St. Albert / Sturgeon County Joint Opportunities Task Force

### Official Designation

This political sub-committee of the Intermunicipal Affairs Committee (IAC) shall be officially referred to as the “Joint Opportunities Task Force” (JOTF).

### Purpose and Mandate

- a. The purpose of the JOTF is to consider matters related to long-term strategic opportunities between the City and County. All reviews shall remain within the jurisdiction of the IAC, and avoid duplication with matters assigned to any other sub-committee of the IAC.
- b. The JOTF shall serve in an advisory capacity to the IAC, identifying areas of opportunity, and providing recommendations for Committee consideration.
- c. The key principles that the JOTF shall be guided by are:
  - i. The pursuit of mutually beneficial solutions;
  - ii. A strong commitment to co-operation and collaboration; and
  - iii. A vision for the continued development of a strong, vibrant, and sustainable sub-region.
- d. Subject areas that the JOTF may consider include those assigned by the IAC.

### Term

The JOTF shall exist until such time as it is dissolved by the IAC.

### Committee Membership and Selection

- a. The JOTF shall consist of three (3) elected officials from Sturgeon County and three (3) elected officials from the City of St. Albert. Each municipality shall name their members through their typical Council appointment processes.
- b. The Mayors of Sturgeon County and the City of St. Albert shall be ex-officio members.
- c. One Chair from each Municipality shall be chosen by the JOTF directly, at its first meeting.
- d. Members shall not be remunerated for service on the JOTF.

### Member Responsibilities

- a. All members of the JOTF 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;

- iv. fully participate in discussions and decisions, listen actively, share insights and experiences, communicate regularly, and provide constructive input;
  - v. complete preparatory work or reading prior to meetings, where necessary, and share workloads; and
  - vi. be forward thinking and objective, committed to viewing programs and projects from a regional perspective.
- b. The Chairs shall preside over meetings, coordinate logistics, establish and distribute agendas prior to meetings, and serve as the spokespersons of the JOTF as required.

### **Meeting Schedules, Protocols and Quorum**

- a. The JOTF may meet as often as is necessary and feasible to accomplish its assigned tasks. As possible, meeting dates shall be set in advance to minimize member conflicts.
- b. JOTF meetings are intended to be informal, and shall encourage open, honest debate.
- c. Meeting location(s) are at the discretion of the JOTF, but should rotate between venues in the two communities as possible.
- d. The role of the meeting Chair shall alternate between each municipality's Chair.
- e. Quorum for each JOTF meeting shall require, at minimum, two representatives from each municipality.
- f. The agenda for each JOTF meeting shall be established by the Chairs, or designates, in advance of the meeting date.
- g. Decisions shall be made by consensus whenever possible, and the JOTF shall speak with one voice after a recommendation has been established. Where consensus cannot be reached, written or verbal reports shall note both positions.
- h. Both municipalities shall coordinate and retain JOTF records, including meeting agendas, notes and reports, according to each municipality's policies on record retention.
- i. In accordance with Section 197 of the *Municipal Government Act*, meetings shall be held in public with the exception of the reasons outlined in Division 2, Part 1 of the *Freedom of Information and Protection of Privacy Act* or section 198 of the *Municipal Government Act*.

### **Committee Resources and Costs**

- a. It is expected that the JOTF will require the advice of third party experts and other stakeholders during the conduct of its reviews. If an identified project requires incremental funding, the JOTF may seek support through the IAC, which will then recommend funding be allocated through each municipality in an equitable amount.
- b. Pursuant to each municipality's IAC Bylaws, administrative support to the JOTF may be requested from the chief administrative officers of the City and County. This may include administrative meeting notetaking services, which would be provided by the hosting municipality, and strategic support which would be provided by both municipalities as required.

## Committee Reporting

- a. The JOTF shall provide written status reports at each of the IAC's scheduled meetings. The reports shall be co-authored by members of the JOTF, and presented by the Chairs.
- b. Written reports, with recommendations, may be provided for the IAC's consideration when necessary.
- c. All reports shall be submitted to IAC members with the meeting agenda, to allow time for fulsome consideration.

## Workplan

- a. The JOTF shall, on an annual basis, recommend a two year Workplan, including the current and following year. The IAC shall review and approve the proposed Workplan annually.
- b. The current JOTF two year Workplan is provided as **Appendix A**.

## Approval

### Terms of Reference:

The IAC approved the amended terms of reference, by resolution, on June 20, 2014.

### Workplan:

The IAC approved the attached JOTF Workplan, by resolution, on June 25, 2014.

## APPENDIX A

Joint Opportunities Task Force – 2014 / 2015 Workplan (in order of priority)

### ***Sturgeon County / St. Albert Memorandum of Understanding (Joint Principles)***

- Objective: To review and recommend a final MOU / Joint Principles document for each municipality to support.
- Next Steps:
  - Recommend that the document be referred to the JOTF for detailed review, at the IAC's June 25, 2014 meeting.
  - Administration to provide comments to the JOTF on the proposed Document.
  - In Q3 2014, recommend a final document to the IAC.

### ***A plan to work together on a shared vision for the Villeneuve area and airport***

- Objective: To gather input and ultimately provide a recommendation to the IAC regarding a plan to work together on a shared vision for the Villeneuve area and airport.
- Next Steps:
  - In August 2014, schedule and receive a presentation / tour from the Edmonton International Airport Authority regarding the Villeneuve Airport.
  - In August 2014, schedule and receive a presentation from the St. Albert Chamber of Commerce regarding the Villeneuve Airport.
  - In Q4 2014, determine next steps for the JOTF in support of Sturgeon County's Villeneuve ASP consultation.

### ***Joint principles for future land use planning***

- Objective: To gather research and ultimately provide a recommendation to the IAC regarding best practice(s) on future intermunicipal land use planning.
- Next Steps:
  - In Q4 2014, review the former St. Albert / Sturgeon Intermunicipal Development Plan.
  - In Q4 2014, review public minutes from Sturgeon County in order to understand the decision to exit the St. Albert / Sturgeon Intermunicipal Development Plan.
  - In Q4 2014, schedule and receive a joint presentation, by the General Manager of Planning and Engineering from the City of St. Albert and the General Manager of Integrated Growth from Sturgeon County, regarding best practices used to establish joint land use planning principles.

### ***An approach to future municipal boundary adjustments***

- Objective: To research and ultimately provide a recommendation to the IAC regarding best practice(s) on approaching intermunicipal boundary adjustments. *Note: this may become connected to the JOTF's future land use planning review.*
- Next Steps:
  - In Q4 2014, prepare a terms of reference for a joint boundary adjustment framework review.
  - Following the completion of a terms of reference, apply for an Alberta Community Partnership (ACP) grant that will result in detailed research, best practices (from Alberta and beyond), and a recommendation to the IAC.

### ***Opportunities for Provincial Regional Collaboration Grant Proposal(s)***

- Objective: To gather research and ultimately provide a recommendation on opportunities to the IAC, for joint projects or joint initiatives, that may fall within the objectives of the ACP grant program.
- Next Steps:
  - o Starting July 2014, monitor the ACP for announcements on its new approved criteria.
  - o Following the announcement of criteria, schedule a presentation from Alberta Municipal Affairs regarding the program.
  - o In Q1 2015, request that the Administration of the City and County each provide lists of potential joint projects for consideration.
  - o In Q1 2015, each Chair will also compile a list of potential joint projects for future discussion.