

Sturgeon Regional Partnership Committee

Terms of Reference

Committee Purpose

The Sturgeon Regional Partnership Committee is as an advisory board to the member municipalities that will provide recommendations to each of the six participating councils for their consideration. The Committee is not intended to replace the local decision making process, rather to enhance the process relative to issues of a regional nature by:

- ✧ Supporting local autonomy while emphasizing that local goals can often best be achieved through regional cooperative efforts
- ✧ Exploring opportunities to improve the delivery of service to residents in the region through cooperative efforts
- ✧ Helping members work cooperatively to improve the delivery of municipal services
- ✧ Encouraging regional thinking in the context of some local decision making
- ✧ Supporting the mutual benefits of all or the majority of the members
- ✧ Promoting regional prosperity through cooperative efforts
- ✧ Promoting and fostering organizational efficiency and effectiveness to achieve results without the creation of unnecessary bureaucracy, infrastructure, policies or processes, while at the same time respecting individual municipal needs, requirements and related policies
- ✧ Fostering effective and enhanced communication among members
- ✧ Providing a collective voice to provincial and federal governments according to an agreed protocol
- ✧ Supporting a consensus based decision-making process
- ✧ Securing funding through available provincial and federal grants that will enable the membership

Committee Membership

The Committee shall consist of the Mayor or designates from member municipalities:

- ✧ Sturgeon County
- ✧ Town of Bon Accord
- ✧ Town of Gibbons
- ✧ Town of Legal
- ✧ Town of Morinville
- ✧ Town of Redwater

Each member municipality is also encouraged to have a member of their administration attend who will sit as an ex-officio member of the committee and may take part in discussions, but cannot vote on any matter unless authorized as the representative of Council

Voting Members

As an advisory board to the member municipalities, there will be the Mayor or designate from each member municipality.

Meetings of Membership

The Committee shall meet bi-monthly, unless the committee membership agrees to meet more frequently.

Quorum

For all purposes a quorum of the Committee shall be five municipalities of the six member municipalities.

Officers

The officers of the Sturgeon Regional Partnership Committee shall consist of a Chair, a Vice-Chair and Secretary

➤ **Chair**

The Chair shall be appointed at the first meeting of the Committee following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Chair will rotate through the members of the Committee based on the following rotation:

- Town of Redwater
- Sturgeon County
- Town of Bon Accord
- Town of Gibbons
- Town of Legal
- Town of Morinville

The Chair will chair all meetings of the Committee and shall at all reasonable times give to the Members, or any of them, all information they may require regarding the affairs of the Committee.

➤ **Vice Chair**

The Vice-Chair shall be appointed at the first meeting of the Committee following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Vice-Chair will be the from the member community that will serve as Chair in the following year. The Vice-Chair shall preside over Committee meetings in the absence of the Chairman

➤ **Secretary**

The Secretary shall be appointed at the first meeting of the Committee following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Secretary will be responsible for the keeping of the minutes for the Committee.

Managing Partner

For purposes of the securing funding and maintaining the financial records and minute books, the Committee will appoint one of the member municipalities as the Managing Partner. The Chief Administrative Officer, or designate, of the managing partner will attend all committee meetings to provide administrative support to the Committee.

Consensus Decision Making

Decisions shall be made by consensus wherever possible. In the event a vote is required, a motion shall be made by one of the members and a simple majority of those in attendance at any Committee meeting will result in the motion being carried.

Agenda Items

The agenda will be developed by the Chair in consultation with the CAO of the managing partner. Items on the agenda will be of regional perspective with the potential for regional benefit. A municipal council may, by resolution, request that an item of a regional nature be placed on the agenda. The Sturgeon Regional Partnership Committee may also deal with emergent items of a regional nature that are deemed by the Committee to be of benefit to two or more members. The Chair will endeavour to circulate the agenda to the municipal representative one week in advance of the committee meeting.

Sub-Committees

From time to time the Sturgeon Regional Partnership Committee may appoint sub-committees to under take a task and report back to the whole committee.