

Heartland Residents Task Force

Terms of Reference

1. PURPOSE

- 1.1. Present to Sturgeon County Council recommended alternatives to address challenges experienced by residents living within and adjacent to Alberta's Industrial Heartland. This may include, but will not be limited to enhancing quality of life, enhancing opportunities for voluntary exit from the Industrial Heartland area.

2. LEGISLATIVE AUTHORITY

- 2.1. *Municipal Government Act*, RSA 2000 c.M-26, as amended (Section 145)
- 2.2. Municipal Development Plan
- 2.3. Alberta's Industrial Heartland Area Structure Plan Bylaw 1118/07
- 2.4. Land Use Bylaw 1385/17

3. DUTIES & RESPONSIBILITIES

- 3.1. Document existing issues in detail.
- 3.2. Research and identify possible options to mitigate challenges experienced by residents in the Industrial Heartland, including, but not limited to quality of life alternatives, opportunities for voluntary exit and compensation.
- 3.3. Bring recommendations to Sturgeon County Council for consideration.

4. ROLES

- 4.1. Councillors appointed to the Task shall be responsible to keep Council informed as to Board activities.
- 4.2. The Task Force will identify the ongoing issues affecting residents living within the attached Schedule 1.
- 4.3. 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.

5. MEMBERSHIP

- 5.1. Public Members - up to four (4) residents **living within** the AIH-ASP Boundary.
- 5.2. Mayor and Division Councillor
- 5.3. Administrative representation from the following departments (5):
 1. Community Services, Transportation Services, Current Planning & Development Services, Economic Development, and Finance
 2. Additional members of Administration may be accessed on a request basis to supplement specific topics (discussions).

6. TERM OF MEMBERSHIP

- 6.1. The Task Force will remain active until Council renders decision on proposed recommendation and disbands the Task Force.
- 6.2. Timeline of no more than 12 months to complete and provide recommendation to Council.

7. CHAIRPERSON

- 7.1. At the first meeting the board shall elect a Chairperson and Vice Chairperson from among its voting public members.
- 7.2. The Chairperson shall hold office for the duration of the Task Force.
- 7.3. The Chairperson shall preside over all meetings for the Task Force and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.
- 7.4. In absence of the Chairperson, the Vice Chairperson shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.

8. MEETINGS

- 8.1. The Task Force shall hold meetings at the call of the Chairperson, or in the absence of the Chairperson, at the call of the Vice Chairperson.
- 8.2. Electronic attendance and participation at meetings shall be permitted if the need and capability exist.

9. GOVERNANCE

- 9.1. Working group (non-voting structure) – recommendations through consensus.

10. ADMINISTRATIVE RESPONSIBILITY

- 11.1. Coordination of Board meeting locations and setup.
- 11.2. Preparation of meeting minutes and agendas.
- 11.3. Provide context for decisions to promote understanding of the issue.

11. ENACTMENT

- 11.1. Upon approval by resolution of Council.