



Terms of Reference

St. Albert / Sturgeon County ICF Task Force

Official Designation

This sub-committee of the Intermunicipal Affairs Committee (IAC) shall be officially referred to as the “St. Albert / Sturgeon County Intermunicipal Collaboration Framework Task Force” (ICF Task Force).

Purpose and Mandate

- a. The purpose of the ICF Task Force is to consider matters related to the requirement of an Intermunicipal Collaboration Framework 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 ICF Task Force shall serve in an advisory capacity to the IAC and provide recommendations through a draft Recreation ICF for IAC consideration.
- c. The key objectives that the Task Force shall be guided by are:
 - i. To identify shared recreation opportunities and challenges;
 - ii. To develop mechanisms and processes to address shared recreation opportunities and challenges between Sturgeon County and the City of St. Albert; and
 - iii. To establish a framework for collaboratively planning and providing recreation opportunities to support regional growth.

Term

The ICF Task Force shall exist until such time as it is dissolved by the IAC, or upon approval of the required ICF by both Councils and submission to Alberta Municipal Affairs.

Task Force Membership and Selection

- a. The ICF Committee 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 ICF Task Force directly, at its first meeting.
- d. Members shall not be remunerated for service on the ICF Task Force .

Member Responsibilities

- a. All members of the ICF 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;
 - 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 recreation from a community and 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 ICF Task Force as required.

Meeting Schedules, Protocols and Quorum

- a. The ICF Task Force may meet as often as is necessary and feasible to accomplish its assigned task. As possible, meeting dates shall be set in advance to minimize member conflicts.
- b. ICF Task Force meetings are intended to be informal, and shall encourage open, honest debate.
- c. Meeting location(s) are at the discretion of the ICF Task Force but should rotate between venues in the two communities as possible.
- d. Electronic attendance and participation at meetings shall be permitted if the need and capability exist.
- e. The role of the meeting Chair shall alternate between each municipality's Chair.
- f. Quorum for each ICF Task Force meeting shall require, at minimum, two representatives from each municipality.
- g. Decisions shall be made by consensus whenever possible, and the ICF Task Force 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 ICF Task Force 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.

Task Force Resources and Costs

- a. It is expected that the ICF Task Force may require the advice of third party experts and other stakeholders. If the recreation ICF project requires funding, it will be accommodated within existing budgets and be allocated between each municipality in an equitable amount.
- b. Pursuant to each municipality's IAC Bylaws, administrative support to the ICF Task Force 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.

- c. 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.

Task Force Reporting

- a. The ICF Task Force shall provide written status reports at each of the IAC's scheduled meetings. The reports shall be co-authored by members of the ICF Task Force 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.

Approval

The IAC approved the terms of reference, by resolution, on October 31, 2018.