

# 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.

### 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 (AIH-ASP)
- 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 impacting the quality of life of residents living in the Heavy Industrial zone of the Industrial Heartland.
- 3.3. Bring recommendations to Sturgeon County Council for consideration.

### 4. ROLES

- 4.1. Councillors appointed to the Task Force shall be responsible to keep Council informed as to Task Force activities, as well as to provide input to the Task Force on behalf of Council.
- 4.2. The Task Force will identify ongoing issues affecting residents living within the Heavy Industrial zoned area of Alberta's Industrial Heartland, and will suggest alternatives to address the issues, to be considered by Sturgeon County Council.
- 4.3. Administration will be assigned as necessary to support the Task Force by providing data, where available; conducting analysis of existing legislation and Council approved policy; and provide operational and contextual oversight with respect to proposed options and recommendations.

### 5. MEMBERSHIP

- 5.1. Public Members - up to seven (7)\* residents living on parcels districted IH- Heavy Industrial within the AIH-ASP boundary.
- 5.2. Mayor and Division Councillor.

### 6. TERM OF MEMBERSHIP

- 6.1. The Task Force will remain active until Council renders decision on proposed recommendation and disbands the Task Force.

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*Approved by Council: February 27, 2018 – Motion 059/18*

*\* Amended by Council: May 22, 2018 – Motion 159/18*

- 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 Task Force 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**

- 10.1. Coordination of Task Force meeting locations and setup.
- 10.2. Preparation of meeting minutes and agendas.
- 10.3. Provide context for decisions to promote understanding of the issue.

## **11. ENACTMENT**

- 11.1. Upon approval by resolution of Council.

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