

Sturgeon Regional Partnership Committee

Terms of Reference

1. Definitions

- 1.1. “CAO” means the Chief Administrative Officer of a Member Municipality.
- 1.2. “Chairperson” means the appointed presiding officer of Committee meetings.
- 1.3. “Committee” means the Sturgeon Regional Partnership Committee.
- 1.4. “Consensus” means a simple majority of those present in support.
- 1.5. “Council” means the elected officials of a Member Municipality.
- 1.6. “Mayor” means the chief elected official of a Member Municipality.
- 1.7. “Member Municipality” means the Towns of Bon Accord, Legal, Morinville, Gibbons, Redwater and Sturgeon County.
- 1.8. “Vice Chairperson” means the presiding officer of Committee meetings in the absence of the Chairperson.

2. Committee Rationale Statement

- 2.1. The Sturgeon Regional Partnership Committee is established as an advisory Committee to provide advice and make recommendations to the Member Municipalities for their consideration.

3. Guiding Principles of Partnership and Collaboration

- 3.1. The Committee is not intended to replace the local decision-making process, rather it is established to enhance the process relative to issues of a regional nature by:
 - 3.1.1. Supporting local autonomy while emphasizing that local goals can often best be achieved through regional cooperation and partnerships.
 - 3.1.2. Exploring opportunities to improve the delivery of service to residents in the region through cooperative efforts.

- 3.1.3. Helping members work cooperatively to improve the delivery of municipal services.
- 3.1.4. Encouraging regional thinking in the context of local decision making.
- 3.1.5. Supporting the mutual benefits of all or the majority of the members.
- 3.1.6. Promoting regional prosperity and economic development through partnerships and collaboration.
- 3.1.7. 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.
- 3.1.8. Fostering effective and enhanced communication among members.
- 3.1.9. Providing a collective voice to provincial and federal governments according to an agreed protocol.
- 3.1.10. Supporting a Consensus based decision-making process.
- 3.1.11. Securing funding through available provincial and federal grants that will enable the membership.

4. Annual Committee Work Plan

- 4.1. During the first Committee meeting of each year, the Committee shall set regional priorities for the Committee to explore and action during the upcoming year.
- 4.2. The Committee membership may alter or revise these priorities as needed or based on emergent situations.

5. Committee Membership

- 5.1. The Committee shall consist of the Mayor or Deputy Mayor in their absence from the Member Municipalities.

6. Committee Member Appointment

- 6.1. In addition to the Mayor from each Member Municipality, each Member Municipality shall appoint their Deputy Mayor as an alternate in the event their Mayor is unable to attend.

- 6.2. 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.

7. Voting Members

- 7.1. As an advisory Committee to the Member Municipalities, the Mayor or Deputy Mayor from each Member Municipality may vote on behalf of their respective community.

8. Meetings of Membership or Committee Meetings

- 8.1. Frequency of Committee Meetings:

8.1.1. The Committee shall meet semi-annually unless the Committee agrees to meet more or less frequently.

8.1.2. The full Councils of each member community shall endeavor to meet at least once per municipal term of office (4 years).

- 8.2. Quorum:

8.2.1. A quorum of the Committee shall be a minimum of five (5) Mayors or Deputy Mayors present of the six (6) Member Municipalities.

9. Council Committee Roles

- 9.1. The Committee shall appoint a Chairperson and Vice Chairperson following the annual organizational meetings of the Member Municipalities, held pursuant to Section 192 of the MGA, for a term of one (1) year beginning November 1.

10. Rotation of Chairperson and Vice Chairperson

- 10.1. The role of Chairperson will rotate through the members of the Committee based on the following rotation unless otherwise decided by the Committee:

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

- 10.2. The Vice Chairperson will be from the Member Municipality that will serve as Chairperson in the following year.

11. Role of Chairperson and Vice Chairperson

- 11.1. The Chairperson will chair all Committee meetings and shall give to the Member Municipalities all information required regarding the affairs of the Committee in a timely manner when such information is available.
- 11.2. The Vice Chairperson shall preside over Committee meetings in the absence of the Chairperson.

12. Managing Partner

- 12.1. The responsibilities of the Managing Partner will include securing funding and maintaining the financial and meeting minute records of the Committee.
- 12.2. The CAO, or administrative designate, of the Managing Partner will attend all Committee meetings to fulfill the duties outlined in Section 12.1.

13. Meeting Agenda Preparation and Circulation

- 13.1. The agenda will be developed by the Chairperson in consultation with the Managing Partner CAO.
- 13.2. Items on the agenda will be of regional perspective with the potential for regional benefit.
- 13.3. A municipal Council may, by resolution, request that an item of a regional nature be placed on the Committee agenda.
- 13.4. The 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 Member Municipalities.
- 13.5. The Managing Partner CAO will endeavor to circulate the agenda to the Member Municipalities one (1) week in advance of the Committee meeting.

14. Recommendations and Decision Consensus

- 14.1. Decisions shall be made by Consensus.
- 14.2. If Consensus is not achieved the motion will be considered defeated.

15. Sub-Committees

- 15.1. From time to time the Committee may appoint sub-committees to undertake a task and report back to the Committee.

16. Review of Terms of Reference

- 16.1. The Committee shall review the Terms of Reference at least once, halfway through a municipal term of office (4 years).

17. Duration

- 17.1. The Committee will remain in place until such time that the Member Municipalities decide to dissolve the Committee.
- 17.2. Member Municipalities may choose to discontinue their participation in the Committee by resolution of their respective municipal Councils. The Member Municipality must inform the Committee Chairperson of the resolution to discontinue participation in the Committee within thirty (30) days of the resolution date.