



Consolidated Version

Of

the Intermunicipal Affairs Committee Bylaw

(being Bylaw No. 11/2007 of the City of St. Albert, as amended by Bylaw No. 32/2011, 34/2013, 19/2014, 37/2014 and 35/2022 consolidated and printed under the authority of the Chief Administrative Officer of the City of St. Albert)

This is certified to be a true copy of consolidated
Bylaw No. 11/2007 of the City of St. Albert.

David S. Leflar
Director of Legal and Legislative Services
Chief Legislative Officer

INTERMUNICIPAL AFFAIRS COMMITTEE
(Sturgeon/St. Albert)

	NUMBER	1ST READING	2ND READING	3RD READING
PASSED	11/2007	Apr 2/07	Apr 2/07	May 22/07
AMENDMENT #1	32/2011	Aug 22	Aug 22	Aug 22
#2	34/2013	Sep 23/13	Sep 23/13	Sep 23/13
#3	19/2014	April 7/14	April 7/14	April 7/14
#4	37/2014	Nov 24/14	Nov 24/14	Nov 24/14
#5	35/2022	Dec 6/22	Dec 6/22	Dec 6/22

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 5/2019) refers to Bylaw No. 5/2019.

CITY OF ST. ALBERT

INTERMUNICIPAL AFFAIRS COMMITTEE BYLAW 11/2007

A Bylaw to Establish and Define the Functions of the St. Albert/Sturgeon County Intermunicipal Affairs Committee

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions;

AND WHEREAS the municipal councils of the City of St. Albert and Sturgeon County recognize the value of ongoing communication between the two municipalities and the importance of having a mechanism to discuss matters of mutual interest;

AND WHEREAS the municipal councils of the City of St. Albert and Sturgeon County want to establish a joint council committee to facilitate this intermunicipal communication and information sharing;

AND WHEREAS the municipal councils have agreed on the form of and functions for this committee;

AND WHEREAS to bring the joint council committee into existence as a joint committee of the two municipalities both municipal councils must pass a bylaw to establish the joint committee;

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

Title

1. This Bylaw may be referred to as the "St. Albert/Sturgeon County Intermunicipal Affairs Committee Bylaw".

Definitions

2. In this Bylaw:
 - (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, C. M-26, as amended;

- (b) “Business Case” means a proposed capital or operating initiative, requiring financial or other resources, intended to support the mutual objectives of the City and the County; **(BL 34/2013)**
- (c) “City” means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City;
- (d) “City Council” means the municipal council of the City of St. Albert; **(BL 35/2022)**
- (e) “Committee” means the St. Albert/Sturgeon County Intermunicipal Affairs Committee established by this Bylaw and as established by an amendment to Bylaw 960/02 Being a Bylaw of Sturgeon County in Relation to the Establishment and Function of Council Committees and Other Bodies; **(BL 35/2022)**
- (f) “County” means the municipal corporation of Sturgeon County or, where the context so requires, the area contained within the boundaries of the County;
- (g) “County Council” means the municipal council of Sturgeon County; **(BL 35/2022)**
- (h) “Intermunicipal Notice” means written notice of a municipality’s intermunicipal concern, which shall be provided by the Mayor of the municipality that has expressed concern; **(BL 34/2013) (BL 35/2022)**
- (h.1) “Mayor” means the chief elected official of the City Council and the County Council; **(BL 35/2022)**
- (i) “Robert’s Rules” means *Robert’s Rules of Order Newly Revised* 10th Edition; and
- (j) “Section” means a section of this Bylaw. **(BL 34/2013)**

Establishment

3. A joint council committee is hereby established by the City and the County. The name of the joint council committee shall be the St. Albert/Sturgeon County Intermunicipal Affairs Committee.

Membership

4. The Committee shall consist of all of the members of the City Council and the County Council. **(BL 35/2022)**

Committee Roles and Responsibilities

5. The role of the Committee is advisory only.
6. The Committee shall observe the principles of, and proceed in accordance with, the mutually-approved Memorandum of Understanding attached as Schedule A to this Bylaw, and in the course of its activities the Committee shall: **(BL 37/2014)**
 - (a) create an effective communication link between the City and the County;
 - (b) provide a forum for the exchange of information of mutual interest;
 - (c) explore opportunities for intermunicipal cooperation in the provision of services to residents;
 - (d) develop the framework for intermunicipal initiatives; **(BL 32/2011)**
 - (e) direct the chief administrative officers of the City and/or the County to conduct research or prepare reports or Business Case pertaining to matters of intermunicipal importance; **(BL 32/2011)**
(BL 34/2013) (BL 35/2022)
 - (f) form administrative sub-committees, with terms of reference, as approved by the Committee, to consider matters related to the development or implementation / resourcing of proposed projects between the City and County. Administrative sub-committees shall contain administrative officials from the City and the County, and shall function in an advisory capacity to the Committee; **(BL 32/2011)**
(BL 19/2014) (BL 34/2013)
 - (g) form intermunicipal task forces, with terms of reference as approved by the Committee, to consider matters related to long-term strategic opportunities between the City and County. Intermunicipal task forces shall function in an advisory capacity to the Committee and contain an equal number of elected officials from the City and the County. Recommendations on the human and/or financial resources required to support the work of the taskforces shall be provided by the chief administrative officers of the City and County; **(BL 19/2014) (BL 34/2013)**
 - (h) develop and approve workplans pertaining to Committee or sub-committee reviews, when deemed appropriate;
 - (i) make presentations to the respective municipal councils on intermunicipal service opportunities and programs; **(BL 35/2022)**
 - (j) deliberate land use planning matters; and **(BL 35/2022)**

- (k) deliberate matters pertaining to joint boundary matters. **(BL 35/2022)**

Non-Voting Participants

7. The chief administrative officers, or designates, of the City and the County shall attend the meetings of the Committee but may not make motions or vote on matters before the Committee. **(BL 34/2013)**

Quorum

8. A quorum of the Committee will be eight (8) members and must include a minimum of four (4) representatives from each municipality. **(BL 34/2013)**

Meetings and Rules of Procedure

9. The Committee shall meet a minimum of two times per year. **(BL 32/2011)**
(BL 35/2022)
10. Special meetings of the Committee may occur at any time upon the call of either the Mayor of the City or the Mayor of the County. **(BL 32/2011)**
(BL 34/2013)
- 10.1 Should an additional meeting be requested, the party who has received the meeting request will respond within 48 hours to acknowledge receipt of the meeting request and/or advise how the additional meeting request will be addressed. **(BL 35/2022)**
11. The Mayor of the City, or designate, and the Mayor of the County, or designate, shall chair the meetings on an alternating basis. **(BL 34/2013)**
12. Meetings shall be held in the municipality of the Mayor scheduled to chair the meeting. **(BL 34/2013)**
13. The agenda for each Committee meeting shall be established by the Mayors, or designates, in advance of the meeting date. **(BL 34/2013)**
- 13.1 With the excepting of special meetings of the Committee, Agenda packages for each Committee must be distributed to all Committee members at least one week in advance of the upcoming meeting. **(BL 35/2022)**
- 13.2 Once agenda packages have been distributed to all Committee members, no changes may be made to the agenda except by unanimous resolution at the Committee meeting. **(BL 35/2022)**
14. The municipality whose Mayor is scheduled to chair the meeting shall provide administrative support for the Committee including the provision of staff to prepare the agenda, provide public notices as required and record the minutes of the Committee meeting. **(BL 34/2013)**

- 14.1 If a meeting requires cancellation for any reason, either municipality must advise of that reason and provide two alternative dates for rescheduling upon cancellation. **(BL 35/2022)**
- 15. The Committee shall conduct its meetings in public unless otherwise authorized by the *Act*.
- 16. The Committee may invite, or accept requests from, interested parties to attend Committee meetings to make verbal presentations or to make written submissions to the Committee on a specific item on the Committee's agenda.
- 17. The meetings of the Committee shall be conducted in accordance with the *Act* and Robert's Rules.

Minutes

- 18. INTENTIONALLY DELETED. **(BL 35/2022)**
- 19. The minutes shall be adopted by the Committee at its next meeting.
- 20. The Mayor chairing the meeting at which the minutes are adopted shall sign the Committee minutes.
- 21. Signed copies of the minutes of all Committee meetings shall be provided to both the City and the County.
- 21.1 Draft, unadopted meeting minutes will be made available no later than two (2) weeks after each Committee meeting. **(BL 35/2022)**

Dispute Resolution

- 22. Dispute Resolution
 - (a) If either the City or the County identifies a matter of intermunicipal concern between the municipalities, the following process shall be followed in a timely manner: **(BL 35/2022)**
 - (i) Any matter of intermunicipal concern between the municipalities shall first be informally discussed by relevant administrative officials employed by the City and County, culminating with discussions between the chief administrative officers, with the goal of resolving the concern.

- (ii) If the matter of intermunicipal concern is not resolved pursuant to Section 22(a)(i), the initiating municipality may request that a confidential review by the Committee be scheduled. All requests to the Committee shall include a copy of a Council resolution authorizing the request and a copy of an Intermunicipal Notice, which shall be circulated to Committee members within fourteen (14) calendar days of a scheduled or special meeting date.
- (iii) When providing intermunicipal notice, the notice shall include a clear description of the issue and background, proposed actions or resolutions, implications or the proposed actions or resolutions, and additional documentation as required or requested by the other municipality. **(BL 35/2022)**
- (iv) If authorized pursuant to the Act the Committee shall review an Intermunicipal Notice *in camera*, and may provide direction to resolve the matter or add the matter to the workplan of an administrative sub-committee following the review. Workplan additions shall require a majority of each municipality's representatives to vote in the affirmative. **(BL 35/2022)**
- (v) If the matter of intermunicipal concern is not resolved pursuant to Section 22(a)(v), the Committee may recommend to the Councils of the City and the County that third party mediation, focused on interest based negotiation and mutual success, be commenced within sixty (60) calendar days. The decision to act upon such a recommendation from the Committee is subject to approval by the Council of each Municipality. **(BL 35/2022)**
- (vi) If the matter of intermunicipal concern is not resolved pursuant to Section 22(a)(vi), the Committee may recommend to the Councils of the City and the County that an alternative dispute resolution process, including but not limited to binding arbitration or other legal proceeding, be commenced. The decision to act upon such a recommendation from the Committee is subject to approval by the Council of each Municipality. **(BL 35/2022)**
- (b) Direct costs incurred by both municipalities pertaining to the above dispute resolution process shall be borne by the municipality initiating the Intermunicipal Notice, unless the matter is ultimately resolved in favor of the initiating municipality following a third party mediation, arbitration, legal process or other alternative dispute resolution process, in which case, the direct costs incurred by both municipalities shall be paid by the other municipality.

(BL 34/2013)

Repeal

23. If either the City Council or County Council intends to no longer participate in this Committee, they shall give the other municipal council no less than thirty (30) days written notice of that intention prior to the meeting at which any motion or bylaw to cease participation in the Committee is to be considered.

Effective Date

24. This Bylaw shall come into effect upon the later of:
 - (a) its passage by the City of St. Albert; or
 - (b) the passage of a bylaw by Sturgeon County to amend Bylaw 1307/13 by adding to the list of Committees and Boards of the Council of Sturgeon County in Section 1 of the Bylaw the St. Albert/Sturgeon County Intermunicipal Affairs Committee and adding as a Schedule to the Bylaw a Schedule "P" setting out the functions of the Committee.

Schedule A
Memorandum of Understanding

Sturgeon County and the City of St. Albert
Principles for Sub-Regional Planning and Boundary Discussions

We, Sturgeon County and the City of St. Albert have come together, working in the spirit of co-operation and collaboration, for the mutual benefit of the City St. Albert and Sturgeon County.

Both municipalities are committed to the development of strong, vibrant and sustainable communities, which includes pursuing mutually beneficial activities.

In general terms, Sturgeon County and the City of St. Albert:

- 1) Will work together to enable orderly and effective decision-making regarding infrastructure, lands and boundaries;
- 2) Will work together in a manner which respects the rights of landowners;
- 3) Are committed to the policies and principles of the Edmonton Metropolitan Region Board Growth Plan, and to compliance with all statutes and regulations of the Province of Alberta;
- 4) Are committed to timely, seamless and cost-effective design and delivery of mutually supported infrastructure for mutual benefit;
- 5) Agree that the cost of mutually beneficial growth is ultimately to be funded by growth itself and that the municipality(ies) incurring costs for such infrastructure shall be reimbursed from the benefitting parties;
- 6) Will jointly and positively communicate with the public regarding the progress of their collaborative efforts;
- 7) Shall conduct periodic reviews of their shared boundary that consider a delineation between urban and rural built form, municipal servicing requirements and costs, and other considerations as required;
- 8) Acknowledge that the City St. Albert is in the best position to provide for the development and servicing of higher density urban built form as a natural extension of the city;
- 9) Acknowledge that Sturgeon County is in the best position to provide for the development and servicing of lower density rural built form; and
- 10) Agree that funding to develop opportunities will continue to be jointly pursued through provincial or federal grant programs where possible, or through internal resources as required.

(BL 37/2014) (BL 35/2022)