

**CITY OF SPRUCE GROVE  
CITY POLICY**

**NUMBER  
5,015**

**REFERENCE:**

**RES.#: 238 - 06**

**ADOPTED BY  
CITY COUNCIL**

**DATE: 10 July 2006**

**SUPERSEDES  
NEW  
1 of 2**

**REFERENCE:**

**TASK FORCE POLICY**

**POLICY STATEMENT:**

Municipal Councils of the City of Spruce Grove have consistently stated that an effective public consultation process is vital to the conduct of representative municipal governance. In order to engage the public and partner them with the necessary expertise to effectively study and make recommendations to Council on matters of concern to the community, a Task Force model has been established. Task Forces replace the older traditional model of Council advisory boards and committees.

**BACKGROUND:**

Council will create Task Forces to meet specific requirements and in so doing will provide a clearly defined requirement, list desired outcomes and provide a due date for completion. Council will articulate the topic to be studied and Administration will prepare detailed terms of Reference for Council's approval before the Task Force is struck. Once the desired outcome(s) have been achieved the Task Force will be deactivated and the public members thanked for their participation and contribution.

**PROCESS:**

Council will by Resolution create a Task Force to study any matter, which, Council feels requires investigation and public input. This would include matters that are brought to Council's attention by a member of the public, special interest groups or Administration. Task Forces may also be a result of issues, which arise during Community Caucuses, Public Budget Meetings or Council Meetings. Council will articulate their requirement to the City Manager who will task an appropriate Department of the City to create detailed terms of reference for Council's approval.

**TASK FORCE STRUCTURE:**

Task Forces will be composed of:

- \* Up to two members of Council, one of whom is appointed as chair by the Mayor
- \* A senior staff advisor - appointed by the City Manager
- \* Members of staff - chosen by the Senior Staff Advisor on the basis of expertise in matters to be studied by the Task Force. Staff members will also act as a conduit to City specialist advisors (legal, insurance etc.)
- \* Members of the general public (as approved in the Terms of Reference)
- \* Representatives of Special Interest Groups (as approved in the Terms of Reference)

\* This policy is subject to any specific provision of the Municipal Government Act or other relevant legislation or Union Agreement.

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**ADMINISTRATION:**

The Senior Staff Advisor to a Task Force will normally be a member of the Management Team and be appointed by the City Manager. The appointment of a Senior Staff Advisor will be on the basis of subject matter expertise. Senior Staff Advisors will be responsible to coordinate all administrative support to any Task Force to which they are appointed. They will also be responsible to arrange with various general managers for the appointment of staff members and the recruiting of members of the general public. The Senior Staff Advisor will be responsible for the preparation of a final report for presentation to Council by the chair.

**FOLLOW UP:**

Task Force reports to Council shall be in the form of advice and recommendations. The report and recommendations of a Task Force shall not be construed, as binding upon Council and Council will normally accept the report of a Task Force as information. Council may direct Administration to prepare separate legislation (Bylaws, or Policies), which are a consequence of Task Force Recommendations for approval at a later meeting of Council.

**FINANCIAL:**

In accordance with City Policy 5,002 members of Council shall not be reimbursed for their participation on Task Forces. Members of the public will serve as volunteers with no compensation. Administration will budget funds to support the operations of Task Forces on an annual basis. These funds will be used for such things as meal costs, office supplies, and advertising associated with the functioning of the Task Force. The Senior Staff Advisor will be the authority for the expenditure of these funds.

**POLICY MAINTENANCE:**

The Community Services Department shall be responsible for the maintenance and currency of this Policy.

\* This policy is subject to any specific provision of the Municipal Government Act or other relevant legislation or Union Agreement.