

**City of Chestermere – Rocky View County Intermunicipal Committee**  
**Terms of Reference**

**Background and Context**

The City of Chestermere and Rocky View County have established an Inter-Municipal Committee (IMC) to increase collaboration and regular communication between elected officials. The Committee is comprised of appointed members from each Council and supported by municipal Administration.

IMC provides a regular opportunity for the City of Chestermere and Rocky View County to discuss issues of mutual interest and concern. In addition, IMCs can be utilized to allow both municipalities to work together to address concerns with both statutory and non-statutory plans and land use proposals. The IMC is intended to assist parties in finding consensus positions.

The City of Chestermere and Rocky View County are both members of the mandated Calgary Metropolitan Region Board (CMRB). Since the inception of the CMRB on January 1, 2018, IMC meetings have continued on a regular basis. Both municipalities recognize the importance of ongoing information sharing and the value of working together cooperatively to address issues of mutual interest.

**Purpose**

The purpose of IMC is to facilitate the ongoing sharing of information between the two municipality's elected officials and Administrations. It will provide a forum for discussion, issue resolution, and greater intermunicipal cooperation at the elected official level and to enable Administration to receive formal direction from the IMC on topics of mutual interest.

**Objectives**

The objectives of the Intermunicipal Committee include:

- a. Enhancing communication between City of Chestermere and Rocky View County elected officials and Administrations on issues of mutual interest and concern;
- b. Sharing information and knowledge on key issues;
- c. Maintaining positive, constructive, and working relationships; and
- d. Representing joint municipal interests to the Government of Alberta.

**Scope**

IMC is able to address any item that is of mutual interest to members and is of an inter-municipal or regional nature.

**Constraints**

IMC is an advisory body. It has no official status or formal decision-making authority; however, it can give direction to respective Administrations as per the 'IMC Recommendations' section and provide recommendations to each Council.

**Meeting Frequency**

There should be a minimum of three scheduled IMC meetings per calendar year: one in the spring, one in the fall, and one in the winter. Either municipality can request an additional meeting on an as-needed basis or request to cancel a meeting if it is felt that a meeting is not necessary.

To augment the effectiveness of IMC and to continue to enhance positive intermunicipal relationships, an annual all-Council function is recommended. This could be used as an opportunity for informational presentations and to facilitate discussions in areas of mutual interest.

### **Meeting Protocols**

IMC meetings:

- a. closed to the public (MGA/FOIP);
- b. produce meeting notes that are not public (FOIP);
- c. ensure confidentiality;
- d. alternate chairing and hosting between municipalities. Hosts are responsible for the cost of the venue and food/refreshments;
- e. agenda packages should be circulated one week prior to a meeting. An agenda package will include an agenda, meeting notes from the previous meeting, and agenda reports on all items, excluding general updates, to provide background and context on discussion items. Reports should be based on the agreed-upon template and be brief in nature, where applicable;
- f. meeting notes should be circulated two weeks following a scheduled meeting by the host municipality in collaboration with the other municipality and shall be marked as “draft”;
- g. any suggested changes to the draft notes will be provided by IMC members at any time in advance of the next IMC meeting;
- h. IMC members will be required to confirm the draft meeting notes at the next IMC meeting.

### **IMC Recommendations**

IMC is advisory only. Where possible, the Committee strives for consensus. IMC has the ability to make requests for:

- a. readily available additional information directly to respective municipal staff.
- b. detailed direction, projects, studies, plans, dispute resolution (anything that requires resources not already planned/budgeted) by referring the request to respective administrations. Some of these requests may be required to go to Council for direction and/or approval.

IMCs can be used as a preliminary step in a dispute resolution process, if necessary and agreed to by both parties.

### **Membership**

#### ***Number of Representatives***

Up to a maximum of three appointed elected members of each municipality comprise the Committee. Only elected representatives of the City of Chestermere and Rocky View County are considered Committee members. If the appointed member cannot attend, an alternate may be designated. Other elected representatives may attend as observers.

#### ***Appointment of Co-Chairs***

Two co-chairs, one from each municipality, will be appointed by the IMC at the first IMC meeting after each municipality holds their respective organizational meetings. The hosting municipality will chair the meeting.

#### ***Guests of the Committee***

Guests may be present at IMC on an issue-specific basis or by invitation, conditional upon agreement from both municipalities.

***Administrative Support***

Each municipality provides Administration to support the work of the Committee, however Administration are not considered Committee members. Administration will provide advisory support to the Committee including provision of background information, resources, and advice to IMC members.

**Committee Members Roles and Responsibilities**

The roles and responsibilities of Committee members include:

- a. committing to attending scheduled meetings;
- b. engaging in discussions in a respectful manner;
- c. working with other Committee members to attempt to reach consensus on items before the Committee;
- d. representing the interests of their respective municipality;
- e. providing direction to Administration regarding IMC work, actions, and requirements;
- f. communicating back to respective Councils on Committee discussions; and
- g. adhering to these Terms of Reference.

**Maintenance and Review of Terms of Reference**

The Terms of Reference will be reviewed and updated as required.