



Intermunicipal Committee

Terms of Reference

TOR #C-IMC

Purpose

- 1 Intermunicipal Committees are intended to enhance communication with adjacent municipalities and discuss matters of mutual interest.

Membership

- 2 The [ReeveMayor](#) or Deputy [ReeveMayor](#) may attend each IMC at their discretion as an *ex-officio* member.

- 3 Rocky View County Intermunicipal Committee members shall be comprised of Councillors from the following divisions:

- (1) Airdrie Intermunicipal Committee:

- (a) Divisions [4 and 5](#) ~~6 and 7~~;

- (2) Beiseker Intermunicipal Committee:

- (a) Divisions [5](#) ~~and 6~~;

- (3) Calgary Intermunicipal Committee:

- (a) [ReeveMayor](#), and Deputy [MayorReeve](#), and Chair of the [Policy and Priorities Committee](#), with additional Councillors invited to attend if their division is affected;

- (4) Chestermere Intermunicipal Committee:

- (a) Divisions [4](#) ~~6~~ and [5](#) ~~7~~;

- (5) Cochrane Intermunicipal Committee:

- (a) Divisions [2](#) and [3](#) ~~1, 2, 8, and 9~~;

- (6) Crossfield Intermunicipal Committee:

- (a) Divisions [4](#) and [5](#) ~~6 and 7~~;

- (7) Irricana Intermunicipal Committee:

- (a) Division [5](#) ~~5 and 6~~;

- (8) Ad-Hoc Intermunicipal Committee:

- (a) An ad-hoc Intermunicipal Committee can be assembled to meet with neighbouring municipalities beyond those identified in sections 3 (1) to (7) and may include:

- (i) Municipal District of Bighorn;
- (ii) Municipal District of Foothills;



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- (iii) Kneehill County;
 - (iv) Mountain View County; and
 - (v) Wheatland County.
- (b) Membership of these Committees should include the [ReeveMayor](#) or Deputy [ReeveMayor](#), and the area Councillor(s) that are adjacent to that municipality;
- (9) All Intermunicipal Committees will be supported by the [Chief Administrative Officer](#) [County Manager](#) or their designate(s).

Meetings

- 4 The Committee shall, at the first meeting held following the Organizational Meeting, confirm the dates and number of meetings for the following year with the partner municipality
- 5 Hosting of the committee meetings shall alternate between the two municipalities that are part of the Intermunicipal Committees.
- 6 The Chair of the meeting will be as follows when Rocky View County is the host:
 - (1) The [ReeveMayor](#) is the official Chair of the meeting;
 - (2) If the [ReeveMayor](#) is not present, the Deputy [ReeveMayor](#) acts as Chair;
 - (3) If neither the [ReeveMayor](#) nor Deputy [MayorReeve](#) is available, one of the Councillors appointed to the IMC shall act as the Chair; and
 - (4) Rocky View County IMC members determine the alternate Chair at the first Committee meeting.
- 7 Agendas are circulated one week prior to a scheduled meeting.
- 8 Meeting notes are circulated two weeks following a scheduled meeting.
- 9 If either municipality determines that the proposed agenda does not warrant a meeting, a cancellation notice shall be issued by that municipality.

Reporting

- 10 ~~Administration, at the direction of the Chair, will prepare a quarterly memo to Council that identifies key outcomes and next steps of each Intermunicipal Committee meeting that occurred in that quarter.~~ [Rocky View Intermunicipal Committee members will report back to Council at the next Council meeting to identify key outcomes and next steps of each Intermunicipal Committee meeting.](#)

Resource / Budget

- 11 The Committee has no additional budget.
- 12 Committee members shall serve without additional remuneration.





Intermunicipal Committee

Approval Date	•
Replaces	• Intermunicipal Committees Terms of Reference October 16, 2018 , 2013
Lead Role	• County Manager Chief Administrative Officer
Committee Classification	• Council/Advisory
Last Review Date	• October 16 September 21, 2021 18
Next Review Date	• N/A

Definitions

- 1 In these terms of reference, the following definitions apply:
 - (1) "Council" means the duly elected Council of Rocky View County; and
 - (2) "*ex-officio* member" means a member who is part of the committee by virtue of holding the office of ~~Reeve~~ Mayor or Deputy ~~Reeve~~ Mayor.

~~Reeve~~ Mayor

Approval Date