



## AGENDA

### INTERGOVERNMENTAL AFFAIRS COMMITTEE

March 16, 2018, 9:30 AM

LEGAL TRADITIONS COMMITTEE ROOM

#### Members

Mayor N. Nenshi  
Councillor G-C. Carra, Vice-Chair  
Councillor P. Demong  
Councillor J. Farkas  
Councillor J. Gondek  
Councillor R. Jones  
Councillor J. Magliocca

1. CALL TO ORDER
2. OPENING REMARKS
3. CONFIRMATION OF AGENDA
4. CONFIRMATION OF MINUTES
  - 4.1 Minutes of the Regular Meeting of the Intergovernmental Affairs Committee, 2018 February 15
5. POSTPONED REPORTS  
*(including related/supplemental reports)*  
None.
6. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES
  - 6.1 Alberta Urban Municipalities Association (AUMA) (Verbal), IGA2018-0140
  - 6.2 Federation of Canadian Municipalities (FCM) (Verbal), IGA2018-0141
  - 6.3 Calgary Regional Partnership (CRP) (Verbal), IGA2018-0142
  - 6.4 Calgary Metropolitan Region Board (CMRB) (Verbal), IGA2018-0143
  - 6.5 Intermunicipal Committees (IMC) (Verbal) - IGA2018-0144, IGA2018-0144

6.6 Updated Terms of Reference for The City of Calgary/City of Chestermere Intermunicipal Committee, IGA2018-0209

6.7 City Charter Update (Verbal), IGA2018-0256

7. ITEMS DIRECTLY TO COMMITTEE

7.1 REFERRED REPORTS  
None.

7.2 NOTICE(S) OF MOTION  
None.

8. URGENT BUSINESS

9. CONFIDENTIAL ITEMS

9.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES  
None.

9.2 URGENT BUSINESS

10. ADJOURNMENT



## MINUTES

### INTERGOVERNMENTAL AFFAIRS COMMITTEE

**February 15, 2018, 9:30 AM  
LEGAL TRADITIONS COMMITTEE ROOM**

**PRESENT:** Councillor G-C. Carra, Vice-Chair  
Councillor P. Demong  
Councillor J. Farkas  
Councillor J. Gondek  
Councillor J. Magliocca

**ALSO PRESENT:** Deputy City Manager B. Stevens  
Acting Manager N. Younger  
Acting City Clerk J. Lord Charest  
Legislative Assistant M. A. Cario

1. **CALL TO ORDER**

Councillor Carra called this meeting to order at 9:31 a.m.

2. **OPENING REMARKS**

Councillor Carra provided opening remarks at today's Meeting.

3. **CONFIRMATION OF AGENDA**

**Moved by** Councillor Gondek

That the Agenda for the 2018 February 15 Regular Meeting of the Intergovernmental Affairs Committee be confirmed.

**MOTION CARRIED**

4. **CONFIRMATION OF MINUTES**

4.1 Minutes of the Regular Meeting of the Intergovernmental Affairs Committee,  
2018 January 24

**Moved by** Councillor Demong

That the Minutes of the Intergovernmental Affairs Committee, held on 2018  
January 24, be confirmed.

**MOTION CARRIED**

5. **POSTPONED REPORTS**

None

6. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

6.1 Alberta Urban Municipalities Association (AUMA) (Verbal) - IGA2018-0041

**Moved by** Councillor Demong

That with respect to Report IGA2018-0041, the following be approved:

That the Intergovernmental Affairs Committee recommends that Council:

1. **Select a Member of Council to represent The City at the 2018 Alberta Urban Municipalities Association's (AUMA) Spring Municipal Leaders' Caucus in Edmonton; and**
2. **Discuss The City's participation in the AUMA's letter writing campaign to implement a new police funding model.**

**And further, that a Verbal Report be forwarded to the 2018 February 20 Regular Public Hearing of Council with respect to these Items Arising from the Alberta Urban Municipalities Association (AUMA) (Verbal) Report IGA2018-0041.**

**MOTION CARRIED**

6.2 Federation of Canadian Municipalities (FCM) (Verbal) - IGA2018-0042

**Moved by** Councillor Magliocca

That with respect to Report IGA2018-0042, the following be approved:

That the Intergovernmental Affairs Committee receives the Federation of Canadian Municipalities (FCM) (Verbal) Report for information

**MOTION CARRIED**

6.3 Calgary Regional Partnership (CRP) (Verbal) - IGA2018-0043

**Moved by** Councillor Demong

That with respect to Report IGA2018-0043, the following be approved:

That the Intergovernmental Affairs Committee receive the Calgary Regional Partnership (CRP) (Verbal) Report for Information.

**MOTION CARRIED**

6.4 Intermunicipal Committees (IMC) (Verbal) - IGA2018-0044

That with respect to Report IGA2018-0044, the following be approved:

That the Intergovernmental Affairs Committee receive the Intermunicipal Committees (IMC) (Verbal) Report for Information.

6.5 Advocacy for Extended Producer Responsibility, IGA2018-0148

The following documents were distributed with respect to Report IGA2018-0148

- A document entitled "Member Request for Decision Spring 2018 Municipal Leader's Caucus; and
- A PowerPoint presentation entitled "Advocacy for Extended Producer Responsibility", dated 2018 February 15.

**Moved by** Councillor Demong

That with respect to Report IGA2018-0148, the following be approved, **after amendment:**

That the Intergovernmental Affairs Committee recommends that **Administration bring forward alternate recommendations, as discussed at today's meeting, for Council consideration.**

**And** that Council direct Administration to develop a request for decision for the Alberta Urban Municipalities Association (AUMA) Municipal Leaders' Caucus (March 14-15, 2018) to advocate that the Government of Alberta develop and implement legislation to establish Extended Producer Responsibility (EPR) in Alberta.

**MOTION CARRIED**

6.6 Regional Water, Wastewater and Stormwater Servicing Policy, IGA2018-0089

A PowerPoint presentation, entitled "Regional Wastewater and Stormwater Servicing Policy, IGA2018-0089" was distributed.

**Moved by** Councillor Farkas

That subject to Section 31(3) of the Procedure Bylaw, the Intergovernmental Affairs Committee invite members of the public to address Committee with respect to Report IGA2018-0089.

**MOTION CARRIED**

**SPEAKER**

1. Kevin Wallace

**Moved by** Councillor Demong

That with respect to Report IGA2018-0089, the following be approved, **after amendment:**

That the Intergovernmental Affairs Committee **direct Administration, to provide revised wording to the proposed Policy, as discussed at today's meeting, for Council consideration, with this Report.**

And further, recommends that Council:

1. Rescind the *Policy for Utility Extensions Beyond the City's Boundaries - UEP 004* (Attachment 1);
2. Adopt the **Revised** proposed *Policy on Regional Water, Wastewater and Stormwater Servicing* (Attachment 2); and
3. Direct Administration to return to Council, **through the SPC on Utilities and Corporate Services**, in Q2 2018 on the 2019 – 2022 Regional Water Allocations.

**MOTION CARRIED**

- 6.7 Cooperative Stormwater Management Initiative (CSMI): Master Stormwater Agreement, IGA2018-0166

A PowerPoint presentation entitled "Cooperative Stormwater Management Initiative (CSMI)" was distributed.

**Moved by** Councillor Demong

That with respect to Report IGA2018-0166, the following be approved:

That the Intergovernmental Affairs Committee recommend that Council direct Administration to sign the Cooperative Stormwater Management Initiative (CSMI) Master Storm Water Agreement no later than 2018 February 28.

**MOTION CARRIED**

**Moved by** Councillor Farkas

That subject to Section 78 of the Procedure Bylaw 35M2017, the 12:00 p.m. Committee recess be modified in order to complete today's Agenda.

**MOTION CARRIED**

7. ITEMS DIRECTLY TO COMMITTEE

7.1 REFERRED REPORTS

None

7.2 NOTICE(S) OF MOTION

None

8. URGENT BUSINESS

9. CONFIDENTIAL ITEMS

9.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

- 9.1.1 Proposed Mediation Settlement Agreement - Intermunicipal Dispute Between The City of Calgary and Rocky View County (Glenbow Ranch Area Structure Plan), IGA2017-1134

**Moved by** Councillor Magliocca

That the Intergovernmental Affairs Committee move into Closed Meeting at 11:57 a.m., to discuss confidential matters subject to Sections 21, 23 and 24 of the *Freedom of Information and Protection of Privacy Act*, with respect to Report IGA2018-1134.

**MOTION CARRIED**

The following members of Administration were in attendance in the Closed Meeting discussion with respect to Report IGA2018-1134:

Clerks: J. Lord Charest, M. Cario; Presenters and Advice: B. Stevens, N. Younger, A. McIntyre, H. Sandhu, A. Kurji, K. Fellows, D. Shearer, H. Oh, M. Surgenor-Sands; Law: D. Mercer

Committee reconvened in Public Meeting at 12:24 p.m. with Councillor Carra in the Chair.

**Moved by** Councillor Demong

That Committee Rise and Report.

**MOTION CARRIED**

**Moved by** Councillor Demong

That with respect to Report IGA2017-1134, the following be approved:

That the Intergovernmental Affairs Committee recommends that Council:

1. Adopt Recommendations 1, 2 and 3 contained in Report IGA2017-1134; and
2. Direct that this report, attachments, presentation and in-camera discussion remain confidential under Sections 21, 23 and 24 of the *Freedom of Information and Protection of Privacy Act* until this matter is resolved.

**MOTION CARRIED**

9.2 URGENT BUSINESS

None

10. ADJOURNMENT

**Moved by** Councillor Gondek

That this Committee adjourn at 12:26 p.m.

**MOTION CARRIED**

The following item has been forwarded to the 2018 February 20 Regular Public Hearing Meeting of Council:

**URGENT BUSINESS:**

Items Arising from the Alberta Urban Municipalities Association (AUMA) (Verbal) Report  
IGA2018-0041, VR2018-0009

The following items have been forwarded to the 2018 February 26 Regular Meeting of Council:

**CONSENT:**

Cooperative Stormwater Management Initiative (CSMI): Master Stormwater Agreement, IGA2018-0166

**ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES:**

Advocacy for Extended Producer Responsibility, IGA2018-0148

Regional Water, Wastewater and Stormwater Servicing Policy, IGA2018-0089

**CONFIDENTIAL ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES:**

Proposed Mediation Settlement Agreement - Intermunicipal Dispute Between The City of Calgary and Rocky View County (Glenbow Ranch Area Structure Plan), IGA2017-1134

The next Regular Meeting of the Intergovernmental Affairs Committee is scheduled to be held on 2018 March 16 at 9:30 a.m.

CONFIRMED BY COMMITTEE ON 2018

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CHAIR

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ACTING CITY CLERK



**Deputy City Manager's Office Report to  
Intergovernmental Affairs Committee  
2018 March 15**

**ISC: UNRESTRICTED  
IGA2018-0209  
Page 1 of 2**

## **Updated Terms of Reference for The City of Calgary/City of Chestermere Intermunicipal Committee**

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### **EXECUTIVE SUMMARY**

The City of Calgary maintains an Intermunicipal Committee (IMC) with The City of Chestermere. The City of Calgary/City of Chestermere IMC has requested both municipalities bring forward a revised Terms of Reference (TOR) to their respective Council's for consideration. The revised TOR is intended to streamline the previous TOR, acknowledge new contexts, and better support the functions of the IMC. The IMC has reviewed and jointly endorsed the new proposed Terms of Reference (Attachment 2).

### **ADMINISTRATION RECOMMENDATION:**

That the Intergovernmental Affairs Committee recommends that Council:

Rescind Attachment 1, "Existing Terms of Reference, Intermunicipal Committee for The Town of Chestermere and The City of Calgary, 2012 October 15" and adopt Attachment 2, "Proposed Terms of Reference, Intermunicipal Committee for The City of Chestermere and The City of Calgary, 2018 March 15".

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At the 2012 October 15 Regular Meeting, Calgary City Council approved IGA2012-0669 which approved the formation of The City of Calgary/City of Chestermere Intermunicipal Committee and adopted The City of Calgary/City of Chestermere Intermunicipal Committee Terms of Reference. The Terms of Reference are jointly adopted and contain specific direction regarding the composition, objectives, roles and responsibilities for the Committee.

At the 2015 January 12 Combined Meeting, Calgary City Council approved IGA2014-0797, the Planning Referral and Dispute Resolution Agreement between the Chestermere and Calgary.

### **BACKGROUND**

The purpose of The City of Calgary/City of Chestermere Intermunicipal Committee (IMC) is to support a working relationship between the two neighbouring municipalities by providing the opportunity for discussion, issue resolution, and greater intermunicipal cooperation at the elected official level and to enable staff to receive formal direction from the IMC.

At the 2018 January 26 meeting of the Chestermere/Calgary IMC, the Committee reviewed and revised the proposed amendments to the TOR as proposed in Attachment 2, and directed that the item be taken forward to both Councils for consideration and adoption.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

In accordance with the existing Terms of Reference (Attachment 1), the Intermunicipal Committee is required to review and update the Terms of Reference (TOR) as required. The proposed Terms of Reference (Attachment 2) includes updates to reflect The City of Chestermere's name change from being identified as a Town; it acknowledges that the Calgary Metropolitan Region Board is in effect due to amendments to Modernized Municipal

**Deputy City Manager's Office Report to  
Intergovernmental Affairs Committee  
2018 March 15**

**ISC: UNRESTRICTED  
IGA2018-0209  
Page 2 of 2**

## **Updated Terms of Reference for The City of Calgary/City of Chestermere Intermunicipal Committee**

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Government Act, and affirms that our bilateral relationship continues through the work of the Intermunicipal Committee. The TOR also acknowledges the additional provisions for dispute resolution, enhanced communications and collaborative planning that were added to the Planning Referral Agreement between Chestermere and Calgary (IGA2014-0797), and it updates the Committee's operations to reflect more optimal practices.

By refining and updating the Terms of Reference, the Committee will be better supported to address any emerging issues. For example, The City of Chestermere often retains consultants for municipal work on a joint project regarding the Intermunicipal Interface, so a provision was added to support their attendance if appropriate.

### **Stakeholder Engagement, Research and Communication**

The Committee jointly recommended changes to the Terms of Reference. No additional engagement was required on this matter.

### **Strategic Alignment**

The IMC provides a forum for The City of Calgary to maintain a positive working relationship with the City of Chestermere while also playing an important role in the resolution of any intermunicipal disputes that may arise.

### **Social, Environmental, Economic (External)**

Intermunicipal activities have implications that affect The City of Calgary's ability to manage future growth, particularly in terms of transportation, servicing and social well-being of a rapidly growing population.

### **Financial Capacity**

There are no new costs associated with the recommendations contained in this report.

### **Risk Assessment**

Should the proposed Terms of Reference not be approved, the IMC will not be supported to utilize the IMC meetings to the fullest extent of its needs.

**REASON(S) FOR RECOMMENDATION(S):** A revised Terms of Reference for The City of Calgary/City of Chestermere Intermunicipal Committee will better reflect the role, and mandate of the IMC.

### **ATTACHMENT(S)**

1. Attachment 1 – Existing Terms of Reference, Intermunicipal Committee for The Town of Chestermere and The City of Calgary, 2012 October 15.
2. Attachment 2 – Proposed Terms of Reference, Intermunicipal Committee for The City of Chestermere and The City of Calgary, 2018 March 15.

# The City of Calgary and the Town of Chestermere Intermunicipal Committee Terms of Reference

**2012**

## **1.0 Background**

The City of Calgary and The Town of Chestermere share a 4.8 kilometre municipal border. This shared municipal border was produced as a result of recent annexations between Calgary and Rocky View County (2007) and Chestermere and Rocky View County (2009).

In 2010 staff from The City of Calgary and The Town of Chestermere drafted “The Planning Referral Agreement between Chestermere and Calgary” to evaluate the volume of planning related circulations and to share information on our respective planning and development activities based on a prescribed circulation area.

Due to the initiation of recent planning processes near our shared municipal border it became evident a more formal communication structure was required to ensure respective intermunicipal interests were addressed. The formation of an Intermunicipal Committee was identified and supported by both municipalities as an appropriate tool to facilitate that communication.

## **2.0 Purpose**

The purpose of the Intermunicipal Committee (IMC) will be to provide the opportunity for discussion, issue resolution, and greater intermunicipal cooperation at the elected official level and to enable staff to receive formal direction from the IMC. The ongoing exchange of information will be beneficial in strengthening our intermunicipal relationship.

## **3.0 Objectives**

The objectives of the IMC are to:

- a. Establish working relationships to assist in implementing mutual objectives;
- b. Maintain positive intermunicipal relations while seeking to resolve intermunicipal disputes that may arise;
- c. Improve the knowledge of each other's interests; and
- d. Provide direction on lands and matters of mutual interest.

## **4.0 Scope**

The IMC may address any item that is of an intermunicipal nature.

## **5.0 Constraints**

The IMC will have no official legislative status or formal decision making authority; however, can give direction to respective staff and provide recommendations to each Council.

**Existing Terms of Reference, Intermunicipal Committee for  
The Town of Chestermere and The City of Calgary, 2012 October 15**

IGA2018-0209  
ATTACHMENT 1

# The City of Calgary and the Town of Chestermere Intermunicipal Committee Terms of Reference

**2012**

## **6.0 Membership**

### **6.1 Representation**

Two (2) elected officials from each municipality will be appointed by each Council at their respective organizational meetings for membership on the IMC. Only elected officials from The City of Calgary and The Town of Chestermere are considered members. If the appointed member cannot attend, an alternate may be designated.

### **6.2 Administration**

Each municipality will provide staff to support the work of the IMC; however, staff are not considered to be members. Staff will provide advisory support to the IMC including provision of background information, resources and advice to IMC members.

### **6.3 Guests**

On an issue specific basis, the IMC may request discussions to include elected officials and staff from other municipalities, jurisdictions or organizations. Any other elected official of either respective Council may also choose to attend meetings.

### **6.4 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.

## **7.0 Committee Meeting Protocol**

### **7.1 Scheduling**

Meetings will be scheduled twice a year. Either municipality may request an additional meeting to discuss pressing matters if required.

### **7.2 Chairing**

Each meeting shall be chaired by the hosting municipality's co-chair or designate.

### **7.3 Locations**

Meeting locations will typically alternate between The City and Town offices; however, meetings may be held at alternate locations deemed appropriate by the members.

# The City of Calgary and the Town of Chestermere Intermunicipal Committee Terms of Reference

2012

## 7.4 Member Roles and Responsibilities

IMC members should:

- a. Attend for the full duration of the meeting;
- b. Work with other members to attempt to reach consensus on issues before the IMC;
- c. Represent the interests of their respective municipality;
- d. Report to and from Councils regarding IMC business;
- e. Direct staff regarding IMC work, actions and requirements; and
- f. Adhere to these Terms of Reference.

## 7.5 Administration

- a. An agenda meeting package will be issued seven (7) business days prior to an IMC meeting by staff from the host municipality.
- b. The agenda meeting package will include an agenda and meeting notes from the previous meeting. Typically an IMC Report will be required for all new agenda items. This report will provide a brief summary for members on the upcoming new agenda item.

## 7.6 Costs

All costs associated with an IMC meeting shall be borne by the host municipality.

## 8.0 Governance

### 8.1 Quorum

A quorum is necessary in order to hold a meeting and requires one elected official from each municipality to be in attendance.

### 8.2 Decision-Making

Since the operation of the IMC will be based on negotiation and consensus building, the IMC will employ an informal decision making structure. The IMC will make decisions, provide recommendations for Councils and give direction to staff. Motions will be proposed and voted on by IMC members. Where consensus cannot be reached, all recommendations to Councils must include the dissenting position. Meeting notes may be requested.

## The City of Calgary and the Town of Chestermere **2012** Intermunicipal Committee Terms of Reference

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### **8.3 Issue Resolution**

One of the IMC's primary objectives will be to resolve intermunicipal conflicts and concerns. Maintaining a positive and collaborative relationship will be vital to the IMC's success. When consensus cannot be reached, both Municipal Councils may consider referring the matter to a non-binding mediation process to seek a mutually beneficial solution.

### **9.0 Documentation**

#### **9.1 Record of Meetings**

- a. Staff from the host municipality will be responsible for drafting meeting notes, distribution of notes and agendas, and general meeting administration and coordination.
- b. Draft meeting notes will be distributed to IMC members for comment within sixteen (16) business days of an IMC meeting and shall be marked as "draft".
- c. Any suggested changes to the draft notes will be provided by IMC members or staff at any time in advance of the IMC meeting confirming the meeting notes.
- d. IMC members will be required to confirm the meeting notes at the next meeting. Confirmed meeting notes may specify where agreement on content was not reached.

#### **9.2 Record Retention**

- a. Both municipalities will coordinate and retain IMC records including meeting agendas, notes and IMC reports according to each municipality's policies on record retention.
- b. Staff will maintain a record of all IMC related communications.
- c. Staff will maintain a record of recommendations to Councils, decisions and minutes regarding IMC business.
- d. The record of the IMC's communications may be made available to the public by FOIP request.
- e. Studies, surveys, projects and other information as directed by IMC members or considered by either members or staff as of interest to the IMC will be collected and distributed by staff to IMC members in a timely manner and should be maintained as part of the IMC record for future reference.

### **10.0 Maintenance and Review of Terms of Reference**

The Terms of Reference will be reviewed and updated as required. The Councils of each municipality may approve the Terms of Reference and any revisions.

# The City of Calgary and The City of Chestermere Intermunicipal Committee Terms of Reference

**2018**

## **1.0 Background**

The City of Calgary and The City of Chestermere share a 4.8 kilometre municipal boundary. This shared municipal boundary was produced as a result of annexations between Calgary and Rocky View County (2007), and Chestermere and Rocky View County (2009).

In 2010, staff from The City of Calgary and The City of Chestermere drafted “The Planning Referral Agreement between Chestermere and Calgary” to evaluate the volume of planning related circulations and to share information on our respective planning and development activities based on a prescribed circulation area. In 2014, joint staff updated the Agreement to include provisions for dispute resolution protocol, enhanced communications and collaborative planning.

Due to the initiation of planning processes near our shared boundary it became evident a more formal communication structure was required to ensure respective intermunicipal interests were addressed. The formation of an Intermunicipal Committee was identified and supported by both municipalities as an appropriate tool to facilitate that communication. The Committee has played a key role in the input on planning processes.

Although the Calgary Metropolitan Region Board is in effect January 1, 2018 to address items of regional interest, The City of Calgary and The City of Chestermere both recognize the importance of bilateral agreements and ongoing cooperative efforts between our two urban municipalities.

## **2.0 Purpose**

The purpose of the Intermunicipal Committee (IMC) will be to provide the opportunity for discussion, issue resolution, and greater intermunicipal cooperation at the elected official level and to enable staff to receive formal direction from the IMC. The ongoing exchange of information will be beneficial in strengthening our intermunicipal relationship.

## **3.0 Objectives**

The objectives of the IMC are to:

- a. Establish working relationships to assist in implementing mutual objectives;
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## **4.0 Scope**

The IMC may address any item that is of an intermunicipal nature.

# The City of Calgary and The City of Chestermere Intermunicipal Committee Terms of Reference

**2018**

## **5.0 Constraints**

The IMC will have no official legislative status or formal decision making authority; however, can give direction to respective staff and provide recommendations to each Council.

## **6.0 Membership**

### **6.1 Representation**

Two (2) elected officials from each municipality will be appointed by each Council at their respective organizational meetings for membership on the IMC. Only elected officials from The City of Calgary and The City of Chestermere are considered members. If the appointed member cannot attend, an alternate may be designated.

### **6.2 Administration**

Each municipality will provide staff to support the work of the IMC; however, staff are not considered to be members. Staff will provide advisory support to the IMC including provision of background information, resources and advice to IMC members.

### **6.3 Guests**

On an issue specific basis, the IMC may request discussions to include elected officials and staff from other municipalities, jurisdictions, organizations or consultants if appropriate. Any other elected official of either respective Council may also choose to attend meetings.

### **6.4 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.

## **7.0 Committee Meeting Protocol**

### **7.1 Scheduling**

Meetings will be scheduled a minimum of twice a year. Either municipality may request an additional meeting to discuss pressing matters if required.

### **7.2 Chairing**

Each meeting shall be chaired by the visiting municipality's co-chair or designate.

### **7.3 Locations**

Meeting locations will typically alternate between The City of Calgary and The City of Chestermere offices; however, meetings may be held at alternate locations deemed appropriate by the members.



## **The City of Calgary and The City of Chestermere Intermunicipal Committee Terms of Reference**

**2018**

### **7.4 Member Roles and Responsibilities**

IMC members should:

- a. Attend for the full duration of the meeting;
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- f. Adhere to these Terms of Reference.

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One of the IMC's primary objectives will be to resolve intermunicipal conflicts and concerns. Maintaining a positive and collaborative relationship will be vital to the IMC's success. When consensus cannot be reached, both Municipal Councils may consider referring the matter to a non-binding mediation process to seek a mutually beneficial solution.

## **The City of Calgary and The City of Chestermere Intermunicipal Committee Terms of Reference**

**2018**

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### **9.0 Documentation**

#### **9.1 Record of Meetings**

- a. Staff from the host municipality will be responsible for drafting meeting notes, distribution of notes and agendas, and general meeting administration and coordination.
- b. IMC members will be required to confirm the meeting notes at the next meeting. Confirmed meeting notes may specify where agreement on content was not reached.

#### **9.2 Record Retention**

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### **10.0 Maintenance and Review of Terms of Reference**

The Terms of Reference will be reviewed and updated as required. The Councils of each municipality may approve the Terms of Reference and any revisions.