

## **Existing Terms of Reference, Intermunicipal Committee Municipal District of Foothills/City of Calgary, April 15, 2010**

### **Municipal District Of Foothills and City Of Calgary INTERMUNICIPAL COMMITTEE Terms of Reference**

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#### **1.0 Background and Context**

The original Terms of Reference for The Municipal District of Foothills/City of Calgary Intermunicipal Committee (IMC) ("the Committee") were approved in the fall of 1995 by Councils from both municipalities.

The 1995 Terms of Reference outlined that although the Committee had no official legislative status or decision-making authority, it encouraged Committee members to share information, discuss matters of intermunicipal concern and make recommendations to the respective Councils of the two municipalities.

The Committee played a key role in the preparation of the current Intermunicipal Development Plan, which was adopted by both Councils in 1998. The Committee has also successfully negotiated agreements regarding annexation, joint services and numerous intermunicipal matters over the past 15 years.

#### **2.0 Purpose**

The purpose of the Committee is to facilitate the working relationship between the two municipalities, the ongoing sharing of information between elected officials and municipal staff and to provide a forum in which to review and comment on a range of topics of interest to both municipalities.

#### **3.0 Objectives**

The objectives of the Intermunicipal Committee include:

- a.** Establishing working relationships for the purpose of implementation of mutual goals;
- b.** Maintaining positive intermunicipal relations while also playing an important role in the resolution of any intermunicipal disputes that may arise;
- c.** Better understanding each other's strategic interests;
- d.** Providing direction on lands of mutual interest;
- e.** Representing joint municipal interests to the Provincial government; and
- f.** Creating plans, processes and programs that benefit residents of both municipalities and the region.

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### **4.0 Scope**

The following are examples of topics of current interest, but it is acknowledged that the Committee is able to address any item that is of interest to Committee members and is of an intermunicipal nature:

- a. Provincial initiatives;
- b. Intermunicipal planning;
- c. Transportation planning;
- d. Sub-regional matters;
- e. Matters regarding growth management and annexation of land;
- f. Environmental issues; and
- g. Recreation.

### **5.0 Constraints**

The Committee has no official legislative status or decision-making authority but can provide recommendations to each Council, as well as give direction to respective staff.

### **6.0 Membership**

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

Up to a maximum of three (3) elected members of each municipality should be appointed by each of the two Councils for membership on the Committee. Only elected representatives of the MD of Foothills and the City of Calgary are considered Committee members.

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

On an issue-specific basis, the Committee may request discussions to include elected officials and staff from other jurisdictions as well as other guests from time to time.

#### **6.3 Administrative Support**

Each municipality provides staff to support the work of the Committee; however, staff are not considered Committee members.

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### **7.0 General Operating Principles**

#### **7.1 Scheduling Meetings**

All efforts should be made to hold a minimum of four regularly scheduled meetings per year. Either municipality may request an additional meeting to discuss pressing matters.

#### **7.2 Chairing Meetings**

Meetings will be chaired by an elected City representative when the meetings are held at an MD location, and chaired by an elected MD representative when held at a City location. Co-chairs should be appointed by the Committee at the first Committee meeting after each municipality holds their respective organizational meetings.

#### **7.3 Meeting Locations**

Meeting locations will typically alternate between City and MD offices; however, meetings may be held at alternative Municipal centers, or other locations deemed appropriate by Committee members.

### **8.0 Roles and Responsibilities, Committee Members**

The roles and responsibilities of Committee members include:

- a.** Committing to meeting regularly throughout the year;
- b.** Working with other Committee members to attempt to reach consensus on decisions before the Committee;
- c.** Representing the interests of their respective municipality;
- d.** Reporting to and communicating from Councils regarding Committee business;
- e.** Directing staff regarding Committee work, actions and requirements; and
- f.** Adhering to these Terms of Reference.

### **9.0 Governance**

#### **9.1 Quorum**

A quorum is necessary in order to hold a meeting and requires one elected representative from both municipalities to be in attendance.

#### **9.2 Decision-Making and Voting**

The operation of the IMC is based on negotiation and consensus building. Therefore, the Committee employs an informal voting structure. The Committee makes decisions, provides recommendations for Councils and gives direction to staff. Motions are proposed and voted on by Committee

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members. Where consensus cannot be reached, all recommendations to Councils must include the dissenting position. Recorded voting may be requested.

### **9.3 Issue Resolution**

One of the primary objectives of the Committee is to direct solutions to conflicts and concerns between the municipalities. Maintaining strong relationships and understanding of each other is paramount in the committee agenda. Where conflict arises, the Intermunicipal Committee will employ the dispute resolution process outlined within the Intermunicipal Development Plan.

## **10.0 Information Management**

### **10.1 Recording of Proceedings**

- a. Staff from the hosting municipality is responsible for drafting meeting notes, the distribution of notes and agendas, and the general administrative and coordination of meetings.
- b. The draft meeting notes are to be distributed to Committee members for comment within sixteen (16) days of an IMC meeting and shall be marked as "draft".
- c. All suggested changes to the draft notes can be provided by Committee members or staff at any time in advance of the Committee confirming the meeting notes.
- d. All suggested changes are to be included as part of the package for consideration at the next meeting for confirmation.
- e. The Committee members are required to confirm the meeting notes at the next meeting. Confirmed notes may specify where agreement on the contents of the notes was not reached.
- f. The notes will be circulated by staff directly after being confirmed by the Committee members and these meeting notes shall be marked as "confirmed".

### **10.2 Retention of records**

Staff from both municipalities will coordinate and retain Committee records including agendas and notes.

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**10.3 Internal Communication**

- a. Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role.
- b. All meeting notes and other communications internal to the Committee should be distributed by staff to Committee members in a timely manner.
- c. Staff shall maintain a record of all internal communications.
- d. The record of the Committee's communications shall not be made available for review by the public unless requested under order of FOIP.

**10.4 External Communications**

- a. Recommendation to Council: All recommendations to Councils as well as minutes of the matter at Council meetings should be distributed by staff to Committee members in a timely manner. Staff shall maintain a record of Recommendations to Councils, decisions and minutes regarding IMC business.
- b. Communications with other external groups, such as, the Public, NGO's, Provincial Government departments: Committee members may direct staff to prepare letters, information packages/notices, presentations, host public meetings on IMC business. The development of a graphic showing logos and information from both Municipalities may be undertaken in order to facilitate communications on behalf of the IMC.

**10.5 Information received by the Committee**

Studies, surveys, projects and other information as directed by the Committee members or considered by either members or staff as of interest to the Committee shall be collected and distributed by staff to Committee members in a timely manner and shall be maintained as part of the IMC record for future reference.

**11.0 Costs and Budget**

All costs associated with the Committee shall be jointly shared between the municipalities.

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**12.0 Maintenance and Review of Terms of Reference**

**12.1 Maintenance of the Terms of Reference**

These Terms of Reference shall be maintained by Staff.

**12.2 Review of the Terms of Reference**

Review of the Terms of Reference will be reviewed on a regular basis and updated as required. Only the respective Councils may approve the Terms of Reference and amendments thereto.