

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.

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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.

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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.

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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.