

## Terms of Reference

---

### 1.0 Background and Context

The original Terms of Reference for The Foothills County/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 first Intermunicipal Development Plan for the two municipalities which was adopted in 1998, as well as the current Intermunicipal Development Plan which was adopted by both Councils in 2017. The Committee has also successfully negotiated agreements regarding annexation, joint services and numerous intermunicipal matters since 1995.

Although the Calgary Metropolitan Region Board came into effect January 1<sup>st</sup>, 2018, The City of Calgary and Foothills County both recognize the value of maintaining an Intermunicipal Committee and Intermunicipal Development Plan and the importance of bilateral agreements and ongoing cooperative efforts between our two municipalities.

### 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;
- f. Creating plans, processes and programs that benefit residents of both municipalities and the region; and
- g. Administrating joint projects as contemplated by the IDP.

### 4.0 Scope

The Committee is able to address any item that is of interest to Committee members and is of an intermunicipal or regional nature.

**Terms of Reference**

---

**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 Foothills County and The City of Calgary are considered Committee members.

**6.2 Co-chairs of Committee**

Each municipality will appoint one nominee for the position of Co-Chair.

Co-chairs will be put forward for acknowledgment by the Committee at the first Committee meeting after each municipality holds their respective organizational meetings.

**6.3 Guests of the Committee**

On an issue-specific basis, the Committee may request discussions to include elected officials and staff from member municipalities or other jurisdictions, as well as consultants, as deemed appropriate.

**6.4 Administrative Support**

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

**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 Hosting Meetings**

The City and the County will alternate responsibility for hosting meetings. The hosting municipality will be responsible for providing a venue when meetings are held in person, and will prepare the agenda and the minutes.

**7.3 Chairing Meetings**

Meetings will be chaired by an elected City representative when the meetings

**Terms of Reference**

---

are hosted by the County, and chaired by an elected County representative when hosted by the City.

**7.4 Meeting Locations**

Meetings may be held virtually or in person at the discretion of the Committee.

When held in person meetings may be held at Municipal offices or other facilities, 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 on matters 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 to hold a meeting and requires one elected representative from each municipality to be in attendance.

**9.2 Decision-Making and Voting**

The Committee has no official legislative status or decision-making authority, but is an advisory body that provides recommendations to both Councils and gives direction to staff regarding committee work and joint projects that they are overseeing.

The operation of the IMC is based on negotiation and consensus building and so the Committee will endeavor to achieve consensus on all decisions.

Motions are proposed and voted on by Committee 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

**Terms of Reference**

---

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 administration and coordination of meetings.
- b. The Committee members are required to confirm the meeting notes at the next meeting. Confirmed notes should specify where agreement on the contents of the notes was not reached.

**10.2 Retention of records**

Staff from both municipalities will coordinate and retain Committee records including agendas and notes in accordance with their municipality's records management policies.

**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 be made available for review by the public if 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:

The Committee Co-chairs are considered the spokespersons for the Committee.

All external communications regarding Committee business or joint

**Terms of Reference**

---

projects should be coordinated between the two municipalities.

Committee members may direct staff to prepare letters, information packages/notices, presentations, or 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.

**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**

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.

***Terms of Reference are approved by both the City of Calgary and the Foothills County***

***Below is the approval history for the City of Calgary:***

*1995-09-25, E95-21 – Adoption of Terms of Reference*

*2010-04-26, IGA2010-17 – Rescindment of previous Terms of Reference and Adoption of new Terms of Reference*

*2017-07-24, IGA2017-0540 – Approval of revised Terms of Reference*

*2022-12-06, IGA2022-1140 – Rescindment of previous Terms of Reference and Adoption of new Terms of Reference*