

**Terms of Reference**

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**1. Background and Context**

The City of Calgary and Rocky View County maintain an Intermunicipal Committee (IMC) to increase collaboration and regular communication between elected officials. The IMC is formally recognized by the *Rocky View County / City of Calgary Intermunicipal Development Plan* (IDP), passed on January 9, 2012, by the City of Calgary (Bylaw 14P2011) and on February 28, 2012, by Rocky View County (Bylaw C-7078-2011). The IMC is comprised of appointed members from each Council and supported by respective Administrations.

The IMC provides a regular opportunity for the City of Calgary and Rocky View County to discuss issues of mutual interest and concern. In addition, IMCs can be used to allow both municipalities to work together to address concerns with both statutory and non-statutory plans and land use proposals. The IMC is intended to assist parties in finding consensus positions.

The City of Calgary and Rocky View County are both members of the mandated Calgary Metropolitan Region Board (CMRB). Since the inception of the CMRB on January 1, 2018, IMC meetings have continued on a regular basis. Both municipalities recognize the importance of ongoing information sharing and the value of working together cooperatively to address issues of mutual interest.

**2. Purpose**

The purpose of the IMC is to facilitate the ongoing sharing of information between the two municipalities' elected officials and Administrations. It provides a forum for discussion, issue resolution, and greater intermunicipal cooperation at the elected official level and enables Rocky View County and City of Calgary administrations to receive formal direction from the IMC on topics of mutual interest.

**3. Objectives**

The objectives of the Intermunicipal Committee include:

- a. Enhance communication between City of Calgary and Rocky View County elected officials and Administrations on issues of mutual interest and concern;
- b. Share information and knowledge on key issues;
- c. Maintain positive, constructive, and working relationships; and
- d. Represent joint municipal interests to the Government of Alberta and other similar bodies.

**4. Scope**

The *Rocky View County – City of Calgary Intermunicipal Committee* is able to address any item that is of mutual interest to members and is of an inter-municipal or regional nature.

**Terms of Reference**

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**5. Constraints**

The *Rocky View County – City of Calgary Intermunicipal Committee* is an advisory body. It has no official status or formal decision-making authority; however, it can give direction to respective Administrations as per the ‘IMC Recommendations’ section and provide recommendations to each Council.

**6. Meeting Frequency**

It is anticipated that the Intermunicipal Committee shall meet quarterly. Either municipality can request an additional meeting as needed or request to cancel a meeting if it is felt that a meeting is not necessary.

**7. Meeting Locations**

Meetings may be held either online or in person at the Intermunicipal Committee’s discretion. Hosting responsibilities will alternate between a Rocky View County and The City of Calgary. The host municipality will coordinate the meeting, prepare the agenda and draft the meeting notes. If meetings are held in person, the host municipality will also provide the venue.

**8. Meeting Protocols**

The following meeting protocols are applicable to the Intermunicipal Committee meetings:

- a. Intermunicipal Committee meetings are closed to the public (FOIP/MGA);
- b. Produce meeting notes that are not public (FOIP);
- c. Committee members shall ensure confidentiality of items discussed;
- d. Alternate chairing and hosting between municipalities. Hosts are responsible for the cost of the venue and food/refreshments;
- e. Agenda packages should be circulated one week prior to a meeting. An agenda package will include an agenda, meeting notes from the previous meeting, and agenda reports on all items, excluding general updates, to provide background and context on discussion items. Reports should be based on the agreed-upon template and be brief in nature, where applicable;
- f. Meeting notes should be circulated two weeks following a scheduled meeting by the host municipality in collaboration with the other municipality and shall be marked as “draft”;
- g. Any suggested changes to the draft notes will be provided by IMC members at any time in advance of the next IMC meeting;
- h. IMC members will be required to confirm the draft meeting notes at the next IMC meeting.

**9. IMC Recommendations**

The *Rocky View County – City of Calgary Intermunicipal Committee* is considered by both

**Terms of Reference**

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municipalities to be only an advisory committee. Where possible, the IMC strives for consensus.

The IMC can make requests to Administration for (a) readily available additional information directly to respective municipal staff and (b) detailed direction, projects, studies, plans, dispute resolution (anything that requires resources not already planned/budgeted) by referring the request to respective Administrations. Some of these requests may be required to go to Council for direction and/or approval. IMCs can be used as a preliminary step in a dispute resolution process, if necessary and agreed to by both parties.

**10. Intermunicipal Development Plan Dispute Resolution**

The IDP outlines how the IMC can be used in a dispute resolution process for issues related to land use (*Source: Rocky View County / City of Calgary Intermunicipal Development Plan (Section 15)*).

**11. Composition of the Committee**

Up to a maximum of two appointed elected members of each municipality comprise the IMC. Only elected representatives of the City of Calgary and Rocky View County are considered IMC members. If the appointed member cannot attend, an alternate may be designated. Other elected representatives may attend as observers.

**12. 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. The hosting municipality will chair the meeting.

**13. Guests of the Intermunicipal Committee**

Guests may be present at IMC on an issue-specific basis or by invitation, conditional upon agreement from all Intermunicipal Committee members.

**14. Administrative Support**

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

**15. Intermunicipal Committee Members Roles and Responsibilities**

The roles and responsibilities of IMC members include:

- a. Commit to attending scheduled meetings;
- b. Engage in discussions in a respectful manner;

## ROCKY VIEW COUNTY AND CITY OF CALGARY INTERMUNICIPAL COMMITTEE

### Terms of Reference

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- c. Work with other Committee members to attempt to reach consensus on items before the IMC;
- d. Represent the interests of their respective municipality;
- e. Provide direction to Administration regarding IMC work, actions, and requirements;
- f. Communicate back to respective Councils on IMC discussions; and
- g. Adhere to these Terms of Reference.

#### 16. Maintenance and Review of Terms of Reference

The Terms of Reference will be reviewed annually and updated as required.

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

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

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

*2022-12-06, IGA2022-1141 – Adoption of new Terms of Reference*