



## Terms of Reference

TOR #C-IMC

### Purpose

- 1 Intermunicipal Committees are intended to enhance communication with adjacent municipalities and discuss matters of mutual interest.

### Membership

- 2 The Mayor or Deputy Mayor may attend each IMC at their discretion as an *ex-officio* member.
- 3 Rocky View County Intermunicipal Committee members shall be comprised of Councillors from the following divisions:
  - (1) Airdrie Intermunicipal Committee:
    - (a) Divisions 4 and 5;
  - (2) Beiseker Intermunicipal Committee:
    - (a) Division 5;
  - (3) Calgary Intermunicipal Committee:
    - (a) Mayor, and Deputy Mayor, with additional Councillors invited to attend if their division is affected;
  - (4) Chestermere Intermunicipal Committee:
    - (a) Divisions 6 and 7;
  - (5) Cochrane Intermunicipal Committee:
    - (a) Divisions 2 and 3;
  - (6) Crossfield Intermunicipal Committee:
    - (a) Divisions 4 and 5;
  - (7) Irricana Intermunicipal Committee:
    - (a) Division 5;
  - (8) Ad-Hoc Intermunicipal Committee:
    - (a) An ad-hoc Intermunicipal Committee can be assembled to meet with neighbouring municipalities beyond those identified in sections 3 (1) to (7) and may include:
      - (i) Municipal District of Bighorn;
      - (ii) Municipal District of Foothills;
      - (iii) Kneehill County;



- (iv) Mountain View County; and
  - (v) Wheatland County.
- (b)** Membership of these Committees should include the Mayor or Deputy Mayor, and the area Councillor(s) that are adjacent to that municipality;
- (9)** All Intermunicipal Committees will be supported by the Chief Administrative Officer or their designate(s).

## Meetings

- 4** The Committee shall, at the first meeting held following the Organizational Meeting, confirm the dates and number of meetings for the following year with the partner municipality
- 5** Hosting of the committee meetings shall alternate between the two municipalities that are part of the Intermunicipal Committees.
- 6** The Chair of the meeting will be as follows when Rocky View County is the host:
  - (1)** The Mayor is the official Chair of the meeting;
  - (2)** If the Mayor is not present, the Deputy Mayor acts as Chair;
  - (3)** If neither the Mayor nor Deputy Mayor is available, one of the Councillors appointed to the IMC shall act as the Chair; and
  - (4)** Rocky View County IMC members determine the alternate Chair at the first Committee meeting.
- 7** Agendas are circulated one week prior to a scheduled meeting.
- 8** Meeting notes are circulated two weeks following a scheduled meeting.
- 9** If either municipality determines that the proposed agenda does not warrant a meeting, a cancellation notice shall be issued by that municipality.

## Reporting

- 10** Rocky View Intermunicipal Committee members will report back to Council at the next Council meeting to identify key outcomes and next steps of each Intermunicipal Committee meeting.

## Resource / Budget

- 11** The Committee has no additional budget.
- 12** Committee members shall serve without additional remuneration.



Approval Date

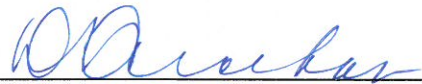




Replaces	• Intermunicipal Committees Terms of Reference October 16, 2018
Lead Role	• Chief Administrative Officer
Committee Classification	• Council/Advisory
Last Review Date	• September 21, 2021
Next Review Date	• N/A

## Definitions

- 1 In these terms of reference, the following definitions apply:
  - (1) "Council" means the duly elected Council of Rocky View County; and
  - (2) "*ex-officio* member" means a member who is part of the committee by virtue of holding the office of Mayor or Deputy Mayor.

  
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 Mayor

November 09, 2021  
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 Approval Date