

**DIAMOND VALLEY/FOOTHILLS COUNTY
INTERMUNICIPAL COMMITTEE MEETING AGENDA**



Tuesday, June 25, 2024

10:00 AM

FOOTHILLS COUNTY COUNCIL CHAMBER

Pages

1. Call to Order

Note: Administration to Chair until the appointment of Co-Chairs

2. Introductions

3. Appointment of Co-Chairs

4. Additions & Amendments to the Agenda

5. Adoption of Agenda

Proposed Motion: That the agenda of the June 25, 2024 Diamond Valley/Foothills County IMC be adopted as circulated.

6. Minutes of Previous Meeting

There are no minutes to adopt at this meeting.

7. Business Items

7.1 Terms of Reference - Final

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Proposed motion: That the Diamond Valley/Foothills County Intermunicipal Committee Terms of Reference be accepted for information.

7.2 Livestreaming of Committee Meeting

Proposed motion: That the Committee authorize the livestreaming of the Diamond Valley/Foothills County IMC meetings.

7.3 Master Shared Services Agreement - ICF Requirement

Proposed motion: That the Committee recommend to Diamond Valley and Foothills County Councils an ICF time extension to the Minister of Municipal Affairs.

8. Administrative Updates

Proposed motion: That the Committee accept the administrative updates for information.

9. In Camera Items

10. Next Meeting Date - TBD

11. Adjournment



Town of Diamond Valley and Foothills County

INTERMUNICIPAL COMMITTEE Terms of Reference

Adopted by the Council of the Town of Diamond Valley _____ 2024

Adopted by the Council of Foothills County _____ 2024

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1.0 Background and Context

Matters of an intermunicipal nature between the Town of Diamond Valley and Foothills County have in the past been discussed at Joint Steering Committee meetings.

In 2019, the Towns of Turner Valley and Black Diamond expressed a desire to review and amend the Intermunicipal Development Plan (IDP) that they share with Foothills County, but the project was postponed while an application for amalgamation of the two Towns was initiated.

In 2022, the Province of Alberta issued an Order in Council to form the new Town of Diamond Valley, an amalgamation between the Towns of Turner Valley and Black Diamond, with an incorporation date of January 1, 2023. Once the amalgamation was complete, it was deemed appropriate that an Intermunicipal Committee (IMC) where both Foothills County and Diamond Valley would share equal representation should be formed.

The Intermunicipal Committee will be tasked with the implementation of the new Intermunicipal Development Plan as well as deliberating on matters of mutual concern to each municipality.

2.0 Purpose

The purpose of the Committee is to facilitate the review and amendment of the IDP and to create a framework for an ongoing working relationship between both municipalities. In addition, the IMC will enable the ongoing sharing of information between elected officials and municipal staff and provide a forum in which to review and comment on a range of topics of interest to the municipalities.

3.0 Objectives

The objectives of the Intermunicipal Committee include:

- a. Negotiating the terms of a new Intermunicipal Development Plan and Intermunicipal Collaboration Framework;
- b. Establishing working relationships for the purpose of implementation of mutual goals;
- c. Maintaining positive intermunicipal relations while also playing an important role in the resolution of any intermunicipal disputes that may arise;
- d. Better understanding each other's strategic interests;
- e. Providing direction on lands of mutual interest;
- f. Creating plans, processes and programs that benefit residents of both municipalities and the region; and
- g. Administering joint projects that may be 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.

5.0 Constraints

The Committee has no official legislative status or formal decision-making authority; however, they may give direction to administrative support staff and provide recommendations to each Council.

6.0 Participants

6.1 Committee Members

- a. Up to a maximum of two (2) elected officials from each municipality shall be appointed by their respective councils as members of the IMC.
- b. Up to a maximum of two (2) elected officials from each municipality shall be appointed by their respective councils as alternate members of the IMC. Committee members may delegate their responsibilities to an alternate member appointed by their respective council should they be unable to attend a meeting of the Committee.

6.2 Co-Chairs

At the first IMC meeting subsequent to the municipalities' respective organizational meetings, the Committee shall appoint one Committee Member from each municipality as co-chair.

6.3 Administrative Support

- a. Each municipal administration will assign administrative support staff to the Committee as required.
- b. Administrative support staff are not considered Committee Members.

6.4 Guests

- a. The Committee may invite guests to present and/or contribute at Committee meetings.
- b. Guests may include private consultants, staff or elected officials from other municipalities, representatives of organizations, the Province, or special interest groups or members of the public, as deemed appropriate by the Committee.
- c. Other council members from Diamond Valley and Foothills County may attend meetings at any time as observers but are not considered committee members unless acting as alternate for a committee member.

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. Additional meetings may be requested by one or more of the municipalities to discuss pressing matters.

7.2 Advertising Meetings

IMC meetings will be advertised in accordance with the requirements of Sections 195 and 196 of the *Municipal Government Act* and by each municipality will be done in accordance with that municipality's advertising policy and procedures.

7.3 Chairing Meetings

Meetings will be chaired by an elected representative from the municipality that is hosting the meeting. Hosting duties shall alternate between the municipalities.

7.4 Meeting Locations

- a. Meeting locations will be held at the municipal office of the municipality that is assuming the hosting duties for that meeting; however, meetings may be held at alternative locations deemed appropriate by committee members and administration.
- b. Meetings may be held using alternate methods, such as electronic meetings, provided that the meetings are held in such a manner as to be consistent with provincial legislation and in a manner deemed appropriate by committee members.

8.0 Committee Roles and Responsibilities

8.1 Committee Members

The roles and responsibilities of committee members include:

- a. attending scheduled meetings of the Committee or appointing an Alternate to attend in their place;
- b. representing the interests of their municipality and working cooperatively to achieve the objectives of the committee;
- c. sharing information, communicating concerns and ensuring continued cooperative relations between the municipalities;
- d. reporting to and communicating with their respective councils regarding committee business;
- e. managing conflicting positions and building trust and partnership, while striving to respect viewpoints and differences between the two municipalities;
- f. providing direction to administrative support staff regarding IMC projects, actions and requirements; and
- g. voting on motions when requested to do so by the Chair.

8.2 Chair

Meetings will be co-chaired by elected County or Town representatives on an alternating basis. The acting Chair for each meeting is responsible for:

- a. confirming quorum, opening the meeting, and asking committee members to confirm the agenda and approve the meeting notes from the previous meeting;
- b. keeping discussion on topic, facilitating the agenda, and ensuring all members of the committee are given the opportunity to contribute; and
- c. subsequent to a motion being proposed by a committee member, the chair must request the committee members vote on the motion.

8.3 Administrative Support Staff

Staff assigned as administrative support to the committee will alternate hosting duties for meetings. Administrative support staff are responsible for:

Intermunicipal Committee Terms of Reference
Diamond Valley / Foothills County

- a. Meeting Preparation & Coordination
 - Coordinating together on the preparation and distribution of agendas and information packages to committee members at least four (4) days in advance of the meeting.
 - i. Coordinating those wishing to present to the committee and ensuring that the appropriate staff members from their respective municipality are available to facilitate the committee's discussion of agenda items.
 - ii. Staff shall provide advisory support to the committee, including background information, resources and advice to committee members to assist them in their role.
- b. Information Management and Record Retention
 - i. Administrative support staff from the hosting municipality are responsible for drafting meeting notes and recording committee votes and recommendations.
 - ii. Meeting notes are to be reviewed by administrative staff from each municipality and circulated to committee members within two weeks of the meeting.
 - iii. Administrative support staff from each municipality will retain record of committee meeting minutes, agendas and associated reports. Retention of records by each municipality will be done in accordance with that municipality's Record Retention Bylaw.
- c. Implementing Directions of the Committee
 - i. Staff may be directed by the committee to prepare materials in order to facilitate projects or communications on behalf of the IMC.

9.0 Governance

9.1 Quorum

- a) Quorum is required before the Chair may open an IMC meeting.
- b) Quorum is defined as a minimum of two (2) committee members (or a combination of committee members and their alternates) from each municipality.

9.2 Decision-Making and Voting

- a) The operation of the IMC is based on negotiation and consensus building. However, the committee will need to make decisions in order to provide direction to staff and give recommendations to the municipal councils.
- b) Decisions are made by voting and only committee members are eligible to vote. Voting is done by a show of hands with the aim of establishing a consensus position. If an alternate is present on behalf of a committee member who can not attend, they will vote in the committee member's place.
- c) If the motion is not supported unanimously, the committee members must decide if the matter:
 - i. requires more discussion and another motion to reach consensus;
 - ii. should be tabled and reconsidered at a subsequent meeting; or
 - iii. will not achieve a unanimous vote and will be decided by simple majority.

- d) If a motion is not supported unanimously then the minutes must include an explanation for the dissenting position. Alternatively, the committee may wish to commence with a conflict resolution process as outlined in the current IDP.

10.0 Public Accessibility

10.1 Meeting Attendance

- a) All committee meetings are open to the public to attend, in a manner acceptable to provincial standards; however, the public may only make presentations to the committee at the discretion of the committee.
- b) In accordance with Section 197 of the Municipal Government Act, the committee may choose to close all or part of a meeting to the public and go into a closed session. The committee must pass a motion unanimously for the committee to go into closed session.

10.2 Presentations to the Committee

- a) Any member of the public wishing to present a matter to the committee shall submit a written request to the CAO of one of the member municipalities at least two weeks prior to the committee meeting. Exceptions may be made at the discretion of the committee.
- b) Presentations shall be limited to 10 minutes unless there is consent by the committee to extend the allotted time.
- c) Debate concerning matters raised during public presentations shall take place at the discretion of the committee.
- d) Information presented during the public presentation shall relate only to the subject matter for which the presentation was originally requested.

10.3 Meeting Notes

All approved meeting notes are available to the public upon request.

11.0 Costs and Budget

- a. All costs associated with the committee should be equally shared between the municipalities and expenditures must be approved by respective Councils.
- b. IMC has no authority to pledge expenditures on behalf of the member 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 from both municipalities.

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.

12.3 Effective Date of Terms of Reference

The Terms of Reference or amendments thereto come into effect once approved by both municipal councils.