



CHESTERMERE

Policy Name: Lake and Watershed Advisory Committee Terms of Reference

Policy Number: 857

Effective Date: February 24, 2026	Approved By: Mayor and Council
Policies Amended / Rescinded: Policy #854 - Lake and Watershed Advisory Committee Terms of Reference	Policy Type: Council

I. Purpose

1. The Lake and Watershed Advisory Committee's purpose is to support lake sustainability, recreation lake uses management initiatives, provide public education on aquatic invasive species, monitor information on lake quality, monitor watershed viability, and support the implementation and the follow-up activities of watershed and lake Bylaws, Policies, and procedures.

II. Policy

1. The Lake and Watershed Advisory Committee must follow guidelines, and procedures outlined in Bylaw #042-25, being the Committee Bylaw, or its successor.
2. All advice and recommendations must be consistent with the *Municipal Development Plan*, the *Municipal Government Act, RSA 2000, c M-26*, *Council's Strategic Vision*, and other relevant Council Bylaws or Policies.



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III. Responsibilities

1. The responsibilities of the Lake and Watershed Advisory Committee include:
 - a. Serve in an advisory capacity to Council and interested parties providing reports and recommendations on lake and watershed issues, as well as updates on Committee activities;
 - b. Support lake sustainability, and recreation lake use management;
 - c. Recommend a process for monitoring lake and water quality;
 - d. Make recommendations for the development and implementation of a lake and watershed plan;
 - e. Build public awareness about lake quality, watershed viability, and aquatic invasive species;
 - f. Be proactive and keep informed about watershed and lake issues; and
 - g. Participate in regional initiatives related to lake and watershed goals.

IV. Composition

1. The Lake and Watershed Advisory Committee will be appointed by Council Resolution, and will consist of the following members:
 - a. Five to ten Public Members who reside in Chestermere;
 - b. Up to two Members of Council; and
 - c. Non-voting administrative liaison, as appointed by the Chief Administrative Officer.

V. Term

1. The term of appointment for Public Members shall be in accordance with Bylaw #042-25, being the Committee Bylaw, or its successor.



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VI. Meetings

1. The Lake and Watershed Advisory Committee shall meet regularly, at a minimum of nine times per annum or by Resolution of the Committee.
2. Meetings may be conducted in person or virtually, as determined by the Chair, or in their absence, the Vice-Chair.
3. The Lake and Watershed Advisory Committee Chair shall give at least 24 hours' notice of a Committee Meeting or a change in the location or time of a Committee Meeting to the Members, and to the public.

VII. Confidentiality

1. Members shall respect the confidentiality of discussions, and information shared during Meetings. All members must adhere to the *Access to Information Act (ATIA)*, ensuring transparency in operations while safeguarding personal information. Members must also respect the confidentiality of sensitive organizational information.

VIII. Evaluation

1. The Committee shall evaluate effectiveness of the Committee and goals accomplished or advanced, at a minimum of one time per annum, or by Resolution of the Committee.

IX. Amendments

1. These terms of reference may be amended by Chestermere City Council upon recommendations from the Mayor, Council Members, Committee Members, or City Administration.



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Mayor, Shannon Dean

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Chief Administrative Officer, Kent Edney



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Last Review Date: February 24, 2026

Next Review Date: February 2030

Revision History (Completed by Legislative Services):		
Policy Title	Date Approved	Resolution Number
Policy #857 - Lake and Watershed Advisory Committee Terms of Reference	February 24, 2026	260224-06
Policy #854 - Lake and Watershed Advisory Committee Terms of Reference	September 10, 2024	240910-29
Policy #023-14 - Parks and Recreation Committee	October 31, 2023	231031-14
Policy #022-08 - The Lake Recreation Committee	December 20, 2022	221220-41
Policy #022-13 - Watershed Advisory Committee	December 20, 2022	221220-41
Policy #831 - Watershed Committee Terms of Reference	December 4, 2018	573-18
Policy #831 - Watershed Committee Term of Reference	January 16, 2017	007-17
Policy #816 - Lake Parks Ad-Hoc Advisory Committees Terms of Reference	May 19, 2015	154-15