



CHESTERMERE

Policy Name: Chestermere Interfaith Committee Terms of Reference

Policy Number: 860

Effective Date: July 14 2026	Approved By: Mayor & Council
Policies Amended / Rescinded: N/A	Policy Type: Council Policy

1. **Purpose**

- 1.1** The purpose of the Chestermere Interfaith Committee is to establish a Committee within the City of Chestermere composing of **faith-based organizations** whose goal is to foster cooperation and collaboration between religious communities.

2. **Faith-based Organizations**

- 2.1** A faith-based organization is an organization whose values, mission, and activities are rooted in a particular faith or spiritual belief system, though the faith does not need to be formally classified as a religion.
- 2.2** Faith-based organizations draw their leaders, staff, and volunteers from a specific faith community, and their work is informed by the moral and ethical principles of that faith. Unlike strictly religious institutions, faith-based organizations focus on social and community services, making the term broader than “religious organization”.

3. **Eligibility**

- 3.1** The Office or Facility of the faith-based organization must be based in Chestermere.
- 3.2** Organizations are appointed to the Committee and organizations can send representatives to attend committee meetings.



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4. Responsibilities

- 4.1** Foster cooperation, dialogue, and cooperation between different religious communities and organizations in the City of Chestermere.
- 4.2** Address interfaith relations between faith-based organizations in the community.
- 4.3** Represent different diverse religious traditions, cultures, and perspectives in the committee meetings and community events.
- 4.4** Deepen relationships across different faith traditions.
- 4.5** Serve as a continuous platform for interfaith collaboration and building inclusive community spaces that unite members of diverse faith and spiritual traditions to bring the community together.
- 4.6** Advise Council regarding different religious matters concerning organizations in the City.

5. Composition

- 5.1** The Chestermere Interfaith Committee will be appointed by Council Resolution and will consist of the following members:
 - 5.1.1** Faith-based organizations from the community as appointed by Council;
 - 5.1.2** Up to two council members as appointed by Council; and
 - 5.1.3** An Administrative Liaison as appointed by the Chief Administrative Officer.

6. Meetings

- 6.1** The Committee shall meet once every two months according to a schedule agreed to by the Committee during its organizational meeting.
- 6.2** Each organization member's representative present at a meeting has the right to vote. Every representative present shall vote on every matter unless:
 - 6.2.1** In a special case, that member is excused from voting; or
 - 6.2.2** That member is disqualified from voting by reason of a pecuniary interest.



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6.3 If any organization is absent from three consecutive meetings without prior Committee approval, the member shall cease to be a member of the Committee.

6.4 Meetings may be held virtually, if required and/or recommended.

7. Chairperson

7.1 A Chair and a Vice-chair shall be selected by nomination and a vote of the members present at the organizational meeting of the Committee. A member of Council shall either be a Chair or Vice-Chair of the Committee.

7.2 The Chair shall:

7.2.1 Call meetings of the Committee;

7.2.2 Chair meetings of the Committee;

7.2.3 Designate another member of the Committee as the Chair in the event of the Chair's absence; and

7.2.4 Report to Council on the work of the Committee.

8. Quorum & Decision Making

8.1 Quorum shall be 50%+1 of the voting Committee representatives from organizations present at the meeting.

8.2 When voting, majority rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the Committee in advance of a vote. In the event of a tie vote, the motion is considered defeated.

8.3 Each representative has an equal vote.



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Adopted by Council: July 14, 2026

Resolution Number: 260714-23

X 

Mayor, Shannon Dean

X 

Chief Administrative Officer, Kent Edney

Last Review Date: July 14, 2026

Next Review Date: July 14, 2030

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Terms of Reference		