CHESTERMERE

Policy Name: Chestermere Lake Advisory Committee

Policy Number: 857

Effective Date:	**Approved By:**
October 20, 2026	Mayor & Council
Policies Amended / Rescinded:	**Policy Type:**
Policy #857 Lake and Watershed Advisory Committee Terms of Reference	Council Policy

1. Purpose and Intent

1.1 The Chestermere Lake Advisory Committee is established by Council to provide informed community advice on public use, enjoyment and stewardship of Chestermere Lake in matters within the City's responsibility or influence.

2. Objective

2.1 Create a structured forum for residents and lake users.

2.2 Use community experience to improve public education, stewardship and municipal decisions.

3. Mandate

3.1 Advise on lake access, recreation, user education, stewardship, cleanup and community-facing safety.

3.2 Bring together lakefront, non-lakefront, recreational, environmental and technical perspectives.

3.3 Identify community-facing concerns and communication opportunities.

3.4 Consider lake-related matters referred by Council resolution.

CHESTERMERE

4. Scope and Role Clarity

4.1 The Chestermere Lake Advisory Committee shall not discuss, review, make recommendations on, or undertake work related to matters outside the City's responsibility or influence, including but not limited to Western Irrigation District (WID) operations, regional utility planning, wastewater, broad watershed policy, the interpretation or application of provincial legislation, confidential negotiations, enforcement matters, individual complaints, emergency response or development applications unless directed by Council.

4.2 The Committee is advisory to Council and has no authority to direct administration, assign work to City employees, commit municipal resources, or implement programs or initiatives unless expressly authorized by Council.

5. Preferred Composition

5.1 Council will appoint members having regard to the perspectives and areas of experience identified below. Except for the designated Council positions, the listed perspectives are preferred and do not create mandatory eligibility requirements or prevent Council from appointing the best-qualified applicants.

Seat	Number	Appointment Basis
Mayor	1	Voting member
Councillor Chair	1	Appointed by Council
Lakefront residents	2	Appointed by Council
Non-lakefront resident	1	Appointed by Council
Recreational lake user	1	Relevant experience
Environmental or stewardship member	1	Relevant experience
Technical member	1	Water quality, ecology or shoreline experience
Safety, education or accessibility member	1	Relevant experience

CHESTERMERE

6. Roles and Responsibilities

6.1 Chair

6.1.1 Presides over meetings and supports fair, focused discussion.

6.1.2 Works with the director sponsor to maintain alignment with the mandate and Council-approved annual work plan.

6.1.3 Acts as spokesperson only when authorized.

6.2 Vice-Chair

6.2.1 The Committee elects a public member as Vice-Chair. The Vice-Chair performs the duties of the Chair when the Chair is absent from the meeting.

6.3 Mayor

6.3.1 The Mayor is a voting member and may satisfy the requirement for a Council member to be present for quorum when the Councillor Chair is absent.

6.3.2 The Mayor will chair the meeting in the absence of the Chair and Vice-Chair.

6.4 Director Sponsor

6.4.1 The director sponsor or their designate is appointed by the CAO.

6.4.2 The director sponsor supports the connection between the Committee, administration and Council. The sponsor assists the Chair in maintaining alignment with the mandate and annual work plan, coordinates appropriate administrative input, and ensures recommendations are presented to Council with the information required for informed decision-making. The sponsor may advise on legislative, financial, operational, policy or resource considerations but does not direct the Committee's advice. The Sponsor is non-voting and is not required to attend every meeting.

6.5 Legislative Services

6.5.1 Legislative Services coordinates meeting notices, agendas, minutes, procedural guidance, records and appointment administration.

6.5.2 Minutes of each meeting shall be kept, filed with Legislative Services, and provided to Council for information within 30 days after the meeting.

6.6 Terms of Appointment

6.6.1 Council and public members are appointed for an initial one-year term.

6.6.2 Council may extend an appointment by resolution.

6.6.3 There is no automatic reappointment.

6.6.4 Council may fill a vacancy for the remainder of the term.

6.6.5 Council may review and revoke an appointment after three consecutive absences without authorization or reasonable cause.

6.6.6 Where an existing member wishes to continue serving on the Committee and remains eligible under this Terms of Reference, Council may consider the member for reappointment. Reappointment remains at Council's discretion and is not automatic.

6.7 Meetings and Quorum

6.7.1 The Committee will have an initial meeting for the purpose of appointing the Vice-Chair, setting their meeting schedule, reviewing the Terms of Reference, Committee Bylaw and Procedural Bylaw, and discussing other logistical issues. The Committee will then meet a minimum of 4 additional times throughout the year.

6.7.2 Additional meetings may be called for an approved work-plan item, Council referral or time-sensitive matter within mandate after consultation between the Chair and director sponsor.

6.7.3 Quorum is a majority of appointed voting members and must include either the Councillor Chair or the Mayor.

6.7.4 Meetings and electronic participation may occur only in accordance with applicable legislation, the City's Procedural Bylaw, and any Council-approved policy or procedure governing electronic meetings.

6.8 Annual Work Plan

6.8.1 The Committee prepares an annual work plan for Council approval. The plan identifies priorities, intended outcomes, deliverables, timing, engagement, measures of success and anticipated resource requirements. Agenda items will normally relate to the approved work plan or a Council referral. Emerging matters may be considered where the Chair and director sponsor confirm that the matter is within mandate and can be supported within available resources.

CHESTERMERE

7. Initial Governance Term Priorities

7.1 Recommend practical stewardship and cleanup priorities.

7.2 Recommend options for an annual lake education and stewardship approach, including recreation, access and community-facing safety.

7.3 Identify opportunities to improve community communication.

7.4 Recommendations and Reporting

7.4.1 A recommendation approved by Committee resolution will be transmitted to Council through the director sponsor. Administration will add the information reasonably required for Council consideration, including legislative, financial, operational, policy and resource implications. Where further analysis is required, the director sponsor will advise the Committee of the anticipated process and the item will remain identified as outstanding until presented to Council or otherwise addressed by Council direction.

7.4.2 The Committee reports annually on its work plan, recommendations, outcomes, and unfinished work.

7.5 Working Groups

7.5.1 The Committee may establish a temporary working group only for a defined task in its Council-approved annual work plan.

7.5.2 The Committee approves a short written scope, membership and completion date. A working group reports to the Committee and does not exercise Committee authority, direct administration or commit funds.

7.6 Conflict of Interest and Confidentiality

7.6.1 Members comply with applicable legislation, City bylaws and policies concerning conduct, confidentiality and conflicts of interest. Disclosures are recorded in the minutes and members act as required by law and City policy.

7.7 Resources and Budget

7.7.1 Administrative and technical support is subject to approved budgets, work plans and available resources. Public members serve without remuneration unless Council policy provides otherwise.

CHESTERMERE

7.8 Annual Committee Review

7.8.1 Council reviews the Committee annually to confirm its mandate, priorities, membership, support requirements and continuation for the following year. The review considers the Committee's work-plan progress and governance model and is not an evaluation of individual volunteer performance.

Adopted by Council: October 20, 2026

Resolution Number: 261020-12

X

Mayor, Shannon Dean

X

Chief Administrative Officer, Kent Edney

CHESTERMERE

Last Review Date: October 20, 2026

Next Review Date: October 2027

Revision History *(Completed by Legislative Services)*:		
Policy Title	**Date Approved**	**Resolution Number**
Policy #857 Lake Advisory Committee Terms of Reference	October 20, 2026	261020-12
Policy #857 Lake and Watershed Advisory Committee Terms of Reference	February 24, 2026	260224-06
Policy #854 - Lake and Watershed Advisory 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 Committe	December 20, 2022	221220-41
Policy #831- Watershed Committee Terms Policy	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