



## COUNCIL ORGANIZATIONAL MEETING AGENDA

Date: Tuesday, October 27, 2020  
Time: 9:00 AM  
Location: Council Chambers  
262075 Rocky View Point  
Rocky View County, AB T4A 0X2

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Pages

**A. CALL MEETING TO ORDER**

The Chief Administrative Officer calls the meeting to order and presides over the Organizational Meeting until the Reeve is elected and sworn into office.

**B. VOTING PROCEDURES**

Elections of the Reeve and Deputy Reeve are conducted in accordance with the procedure established in section 17 of *Procedure Bylaw C-7907-2019*. All ballots for elections are destroyed at the conclusion of the Organizational Meeting.

Appointments or elections of members at large are conducted in accordance with the procedure established in section 18 of *Procedure Bylaw C-7907-2019*. All ballots for elections are destroyed at the conclusion of the Organizational Meeting.

**C. APPOINTMENT OF SCRUTINEERS**

The Chief Administrative Officer appointments two scrutineers to tally ballots for elections held at the Organizational Meeting.

**D. ELECTION OF THE REEVE**

*Municipal Government Act – Section 150(2)*

*Procedure Bylaw C-7907-2019 – Section 17*

The Chief Administrative Officer calls for nominations for Reeve three times, and the Reeve is sworn in once elected and presides over the remainder of the Organizational Meeting.

**E. ELECTION OF THE DEPUTY REEVE**

*Municipal Government Act – Section 152(1)*

*Procedure Bylaw C-7907-2019 – Section 17*

The Reeve assumes the Chair and calls for nominations for Deputy Reeve three times, and the Deputy Reeve is sworn in once elected.

**F. ESTABLISH 2021 COUNCIL AND COMMITTEE MEETING DATES**

*Boards and Committees Bylaw C-7840-2018 – Section 31*

*Procedure Bylaw C-7907-2019 – Section 14*

## **G. APPOINTMENT OF INTERNAL BOARDS AND COMMITTEES**

*\*Clerk's Note: Administration recommends that Council move into a closed session under section 17 of the Freedom of Information and Protection of Privacy Act if Council wishes to discuss the personal information contained in the member at large applications.*

- 1. Municipal Planning Commission** 12  
*Municipal Planning Commission Bylaw C-7967-2019*
  - a) The Reeve calls for the nomination of up to nine Councillors for a term determined by Council**
  - b) The Reeve calls for the nomination of the Chair for a one year term**
  - c) The Reeve calls for the nomination of the Vice Chair for a one year term**
- 2. Recreation Governance Committee** 13  
*Recreation Governance Committee Terms of Reference*
  - a) The Reeve calls for the nomination of the Chair for a one year term**
  - b) The Reeve calls for the nomination of the Vice Chair for a one year term**
- 3. Agricultural Service Board** 14  
*Agricultural Service Board Terms of Reference*

*\*Section 15(3)(a) of the Procedure Bylaw provides that Council must appoint the Chair from its members.*

  - a) The Reeve calls for the nomination of three Councillors for a one year term**
  - b) The Reeve calls for the nomination of the Chair for a one year term\***
  - c) The Reeve calls for the nomination of one member at large from west of Highway 2 for a three year term**

Applicant: Tricia Fehr
- 4. Family and Community Support Services Board** 15  
*Family and Community Support Services Board Bylaw C-7387-2014*
  - a) The Reeve calls for the nomination of two Councillors for a one year term**
  - b) The Reeve calls for the nomination of one member at large for a two year term**

Applicants: Barbra Millar  
Debbie Maclean  
Jung-Suk Ryu

**5. Assessment Review Boards** 16

*Assessment Review Boards Bylaw C-7778-2018*

*\*Section 15(3)(a) of the Procedure Bylaw provides that Council must appoint the Chair and Vice Chair from its members.*

- a) The Reeve calls for the nomination of one Councillor for a one year term
- b) The Reeve calls for the nomination of the Chair for a one year term\*
- c) The Reeve calls for the nomination of the Vice Chair for a one year term\*

*\*Clerk's Note: Councillor Gautreau was appointed to the Assessment Review Board at the June 23, 2020 Council meeting. This appointment is expiring but is not required to be filled by Council. Councillor Kissel was also appointed to the Assessment Review Board at the September 1, 2020 Council meeting. This appointment expires at the October 2021 organizational meeting.*

**6. Subdivision and Development Appeal Board and Enforcement Appeal Committee** 17

*Appeal and Review Panels Bylaw C-7717-2017*

*\*Section 15(3)(a) of the Procedure Bylaw provides that Council must appoint the Chair from its members.*

- a) The Reeve calls for the nomination of one Councillor for a one year term
- b) The Reeve calls for the nomination of the Chair for a one year term\*

**7. Bragg Creek FireSmart Committee** 19

*Bragg Creek FireSmart Committee Terms of Reference*

- a) The Reeve calls for the nomination of one Councillor for a one year term

**H. APPOINTMENT OF EXTERNAL BOARDS AND COMMITTEES**

**1. Calgary Metropolitan Region Board** 20

*Municipal Government Act, Section 708.04*

*Calgary Metropolitan Region Board Regulation, Section 2*

- a) The Reeve calls for the nomination of one Councillor for a one year term
- b) The Reeve calls for the nomination of one alternate Councillor for a one year term

**2. Spray Lake Sawmills Recreation Park Society** 21

*Spray Lake Sawmills Recreation Park Society Special Resolutions*

- a) The Reeve calls for the nomination of one Councillor for a one year term

3. Cochrane Ag Lands Advisory Committee 22

*Cochrane Ag Lands Advisory Committee Terms of Reference*

- a) The Reeve calls for the nomination of two Councillors for a one year term

4. Cochrane Intermunicipal Committee 23

*Intermunicipal Committee Terms of Reference*

- a) The Reeve calls for the nomination of two Councillors for a one year term

5. M.D. of Big Horn Review Committee

*M.D. of Bighorn IDP Joint Terms of Reference*

- a) The Reeve calls for the nomination of one Councillor for a one year term

*\*Clerk's Note: Administration recommends that this appointment remain vacant as the committee's mandate has been fulfilled and the terms of reference are proposed to be rescinded at October 27, 2020 regular Council meeting.*

6. Mountain View County Review Committee

*Mountain View County IDP Joint Terms of Reference*

- a) The Reeve calls for the nomination of one Councillor for a one year term

*\*Clerk's Note: Administration recommends that this appointment remain vacant as the committee's mandate has been fulfilled and the terms of reference are proposed to be rescinded at October 27, 2020 regular Council meeting.*

I. ADJOURN THE MEETING



## MUNICIPAL CLERK'S OFFICE

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**TO:** Council

**DATE:** October 27, 2020 **DIVISION:** N/A

**FILE:** 0195

**SUBJECT:** 2021 Council and Committee Meeting Dates

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### POLICY DIRECTION:

Section 193 of the *Municipal Government Act* (MGA) allows Council to decide on the dates, times, and places for regular Council meetings.

Section 15(2) of the *Procedure Bylaw* states that Council establishes the dates and times for regular Council meetings and committee meetings at the annual organizational meeting.

Section 31 of the *Boards and Committees Bylaw* provides a list of the committees that Council establishes meeting dates and times for at the annual organizational meeting.

### EXECUTIVE SUMMARY:

The purpose of this report is to provide recommendations for scheduling 2021 Council and committee meeting dates and times in accordance with the *Municipal Government Act*, *Procedure Bylaw*, and *Boards and Committees Bylaw*.

Attachment 'A' of this report includes suggested dates and times for meetings of Council, Municipal Planning Commission, Agricultural Service Board, ALUS Partnership Advisory Committee, Subdivision and Development Appeal Board, Enforcement Appeal Committee. The proposed dates and times align with those of previous years.

Also included in Attachment 'A' of this report are office closures, statutory holidays, and conferences attended by Council such as the Rural Municipalities of Alberta, Federation of Canadian Municipalities, and provincial Agricultural Service Board.

This report also provides an analysis of afternoon or evening meetings in response to direction provided at the June 23, 2020 Council meeting. A discussion of how afternoon and evening meetings fit within Council's Strategic Plan is found later in this report, and estimated costs are provided in Attachment 'B' of this report.

### ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

### 2021 COUNCIL AND COMMITTEE MEETING DATES:

#### Council Meetings

Rocky View County's *Procedure Bylaw* provides Council to establish the dates and times of regular Council meetings as it sees fit. In previous years, Council meetings are held every second and fourth Tuesday of the month starting at 9:00am, with the exception of August which has no scheduled meetings.

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#### Administration Resources

Charlotte Satink and Tyler Andreasen, Municipal Clerk's Office



The proposed Council meeting dates provided in Attachment 'A' of this report is a continuation of that practice, with the exception of the second meeting in November being moved back a week due the Rural Municipalities of Alberta conference, as well as the December meeting dates being moved up a week due to Christmas holidays and office closures.

Given that 2020 is a municipal election year, Council may want consider removing the proposed Council meetings between the end of the nomination period prior to the election and the organizational meeting following the election. The nomination period for the next election ends on September 20, 2021 and election day is October 18, 2021.

Administration conducted a review of other municipalities and found that most municipalities still hold meetings between nomination day and election day, except for the City of Calgary and City of Edmonton which do not hold meetings in that period.

#### Municipal Planning Commission Meetings

The *Municipal Planning Commission Bylaw* states that Council determines the dates and times of its meetings at the annual organizational meeting. The Municipal Planning Commission originally held its meetings on the Mondays before Council meetings, but has since changed to holding its meetings on the Thursdays following Council meetings.

At its October 8, 2020 meeting, the Municipal Planning Commission passed a resolution recommending to Council that its meetings be held on Wednesdays following Council meetings in 2021. The proposed dates and times in Attachment 'A' of this report reflect this recommendation, aside from November where only one meeting is scheduled due to the Rural Municipalities of Alberta conference.

#### Recreation Governance Committee Meetings

The Recreation Governance Committee's terms of reference state that it will meet at least four times per year, with the dates and times of its meetings determined by the Committee at its first meeting following the organizational meeting. The proposed dates and times in Attachment 'A' of this report do not reflect meetings of the Recreation Governance Committee. Administration is requesting direction from Council to update the 2021 calendar once it is determined when those meetings will be held.

#### Agricultural Service Board and ALUS Partnership Advisory Committee Meetings

The Agricultural Service Board's terms of reference state that it will meet at least five times per year, with meetings usually held in February, March, May, September, and November. The proposed dates and times in Attachment 'A' of this report continues this practice. When ALUS Partnership Advisory Committee meetings are required, they are generally held following Agricultural Service Board meetings.

#### Subdivision and Development Appeal Board and Enforcement Appeal Committee Meetings

The Subdivision and Development Appeal Board meetings as needed to hear and decide on appeals, as there is a legislated 30-day timeline to hold hearings after an appeal has been received. To ensure that meetings are scheduled if appeals are received, the clerk of the Subdivision and Development Appeal board recommends that meetings be scheduled every third Thursday in 2021.

### **ANALYSIS OF AFTERNOON AND EVENING MEETINGS:**

Administration was directed at the June 23, 2020 Council meeting to prepare an analysis of the costs associated with holding Council meetings in the afternoon or evening rather than in the morning. This portion of the staff report is in response to that direction and is meant to provide guidance if Council does consider changing the time of its meetings.



The discussion by Council began with whether to hold an additional Council meeting each month but evolved to whether holding afternoon or evening Council meetings would allow for more public attendance and participation at Council meetings, as well as how this would align with Council's Strategic Plan.

Administration does not have data on how many more people would attend or participate in meetings if they were held in the afternoon or evening rather than the morning, nor does it have any data on what the public's preference would be given the option. That said, there are certainly people who would have attended or participated in a meeting but were unable to do so because of work or other obligations during the day. It is, therefore, an option worth considering.

The direction provided at the June 23, 2020 Council meeting requested an analysis of afternoon or evening meetings but did not clarify what time of day constitutes the afternoon or evening. Administration has provided an analysis that shows the potential additional costs of holding a meeting later in the day by the hour. This is provided in Attachment 'B' of this report.

It is important to note that much of the administrative costs associated with holding a Council meeting would be the same whether it is held in the morning, afternoon, or evening. Things like preparing advertisements and circulations, drafting and editing reports, and compiling and publishing agendas would happen in much the same way regardless of when the meeting is held.

That said, the costs associated with staff attendance at Council meetings would be greater with afternoon or evening meetings. As Attachment 'B' of this report demonstrates, those costs are greater, or have the potential to be greater, the later in the day a meeting is held.

#### Analysis of Costs and Impacts

Council meetings begin at 9:00am and usually end sometime around 3pm, which means that the time spent attending Council meetings is usually absorbed into the County's normal business hours of 8:00am to 4:30pm. The average length of a meeting for this term of Council (2017 – present) is 5 hours and 41 minutes.

When meetings are held during regular hours, staff would be at the County Hall regardless, making it easier to arrange for staff to present reports, respond to questions, provide advice, and otherwise support Council during meetings. When meetings are held outside of normal hours, it becomes more difficult and costly to make these arrangements, as staff would be either extending shifts beyond normal business hours or changing the hours of their shifts around Council meetings. In general, there are two ways that these may be managed:

- Employees work their regular shifts and stay late to attend Council meetings—with this, staff attending meetings would be compensated for their overtime, resulting in either higher costs due to paying out that time or reduced service levels if time off in lieu is provided; or
- Employees change their regular shifts in order to attend Council meetings—with this, staff attending meetings would not be accruing overtime. Instead, staff would flex their schedules around attending Council meetings, resulting in reduced service levels during regular business hours.

Many of the staff who attend Council meetings are also required to attend other board and committee meetings such as the Municipal Planning Commission and Subdivision and Development Appeal Board. With the proposal to hold Municipal Planning Commission meetings on the Wednesdays following Council meetings starting in 2021, staff could be required to stay late in the evening to attend a Council meeting and then must also attend a Municipal Planning Commission meeting the following morning.

It is important to note that the *Alberta Employment Standards Code* limits the maximum number of hours worked to 12 hours per day and requires at least eight hours of rest between shifts. These



regulations do not apply to management or supervisory positions. Depending on the time a meeting begins, the *Alberta Employment Standards Code* would need to be considered.

#### Public Attendance at Meetings

Sections 197 and 198 of the *Municipal Government Act* establish that Council meetings are open to the public and that people have the right to attend those meetings. Although these sections of the *MGA* only provide the right to *physically* attend meetings, many municipalities are going beyond this minimum standard by allowing people to watch meetings *electronically* through livestreaming.

Rocky View County has been livestreaming its Council meetings since 2018, and has made improvements in this regard in 2020. If people are unable to attend in person, they are able to watch Council meetings as they occur from home, from work, or from anywhere else with an internet connection. In addition, Administration also provides the meeting minutes and detailed summaries of decisions following each meeting, resulting in a number of different ways to observe and stay informed of Council meetings.

When it comes to providing opportunities for people to observe Council meetings, it is Administration's view that the County already provides service excellence and has enhanced transparency and communication in accordance with Council's Strategic Plan.

#### Public Participation at Meetings

The sections of the *Municipal Government Act* discussed above, however, do not establish a right for the public to *participate* in Council meetings. That is provided under section 230 of the *Municipal Government Act* through the public hearing process, as well as under various sections of the County's *Procedure Bylaw* through the public presentation process.

Public hearings begin at either 9:00am or 1:00pm. When arranging public hearings, Administration generally schedules more complex matters and matters with more community interest in the afternoon rather than in the morning. When Administration has a number of public hearings scheduled for the same Council meeting, generally only two are scheduled in the morning and the rest are scheduled for the afternoon.

When it comes to public presentations, sometimes they are scheduled in the morning and sometimes for the afternoon, depending on other matters on the agenda and the availability of the presenters. When a presentation request is received, Administration works with the presenters to schedule a date and time for the presentation that works best for them.

Given that consideration is made when scheduling public hearings and presentations, it is Administration's view that the County is already providing service excellence in accordance with Council's Strategic Plan.

#### Conclusion

While holding meetings in the afternoon or evening would provide more opportunity for the public to attend and participate in meetings, it is Administration's view there would be a reduction in service delivery from the staff attending those meetings. Although the exact costs are difficult to determine and would be dependent on the items included on the agenda even if determined, they would generally be higher the later in the day the meeting is held.

It is Administration's recommendation that meeting continue to be held starting at 9:00am. If Council wishes to pursue afternoon or evenings further, Administration recommends that the scope be limited to matters involving participation by the public, such as public hearings, on a case-by-case basis. This direction may be provided following first reading of bylaws requiring public hearings.





**BUDGET IMPLICATIONS:**

N/A

**STRATEGIC OBJECTIVES:**

A discussion of Council's Strategic Plan can be found in the afternoon or evening meeting analysis earlier in this report.

**OPTIONS:**

- Option #1:                      Motion #1:      THAT the 2021 Rocky View County Council and Committee meeting dates be approved as per Attachment 'A'.
- Motion #2:      THAT Administration be directed to include Recreation Governance Committee meetings on the 2021 calendar once they are determined by the Committee.
- Option #2:                      THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Kent Robinson"

"Al Hoggan"

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Executive Director  
Corporate Services

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Chief Administrative Officer

CS/TA

**ATTACHMENTS:**

ATTACHMENT 'A': Proposed 2021 Council and Committee Meeting Calendar

ATTACHMENT 'B': Estimated Costs and Impacts of Afternoon or Evening Meetings



ROCKY VIEW COUNTY

2021 Council & Committee Dates <sup>(1)</sup>

262075 Rocky View Point, Rocky View County

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Council Meetings @ 9:00 am (Org Meeting October 26)	
MPC Meeting @ 9:00 am	
ASB Meeting @ 9:00 am	
SDAB & EAC Meeting @ 9:00 am	

FCM Conference (Montreal, Quebec)	
RMA Conventions (Spring & Fall in Edmonton)	
Provincial ASB Conference (Virtual)	
Seasonal Office Closure	
Rocky View County Stat Holidays	

(1) All Council & Committee meeting dates are subject to change by resolution. Special meetings may be added as per the *Municipal Government Act*.



ROCKY VIEW COUNTY

### Estimate Costs and Impacts of Afternoon or Evening Meetings

Meeting Start Time	Meeting End Time	Meeting Hours Held Within Regular Business Hours	Meeting Hours Held Outside of Regular Business Hours	Hours of Rest Before Start of Next Regular Shift
<i>No Significant Organizational Impacts or Additional Costs*</i>				
8:00am	2:00pm	6	0	15.5
9:00am	3:00pm	6	0	15.5
10:00am	4:00pm	6	0	15.5
<i>Minor to Moderate Organizational Impacts and Additional Costs**</i>				
11:00am	5:00pm	5.5	0.5	15
12:00pm	6:00pm	4.5	1.5	14
1:00pm	7:00pm	3.5	2.5	13
2:00pm	8:00pm	2.5	3.5	12
<i>Significant Organizational Impacts and Additional Costs***</i>				
3:00pm	9:00pm	1.5	4.5	11
4:00pm	10:00pm	0.5	5.5	10
5:00pm	11:00pm	0	6	9
6:00pm	12:00pm	0	6	8
7:00pm	1:00am	0	6	7
8:00pm	2:00am	0	6	6
9:00pm	3:00am	0	6	5

### Assumptions

**Average Length of Council Meetings**  
(October 2017 – Current)

5 hours and 41 minutes (rounded up to 6 hours)

**Average Staff Attendance at Council Meetings**  
(October 2017 – Current)

x5 CAO and Executive Directors  
x6 Managers and Supervisors  
x6 Employees  
**x17 Total Staff in Attendance**

**Alberta Employment Standards Code**  
(Excludes Management or Supervisors)

12-hour maximum shift  
8 hour minimum hours of rest between shifts

### Notes

- \* Meetings starting within these times would not have significant impacts to the organization, as meetings would begin and end within regular business hours.
- \*\* Meetings starting within these times would have minor to moderate impacts to the organization, as the meetings would begin during regular business hours and end after regular business hours, resulting in overtime paid, time off in lieu, or some schedules being flexed.
- \*\*\* Meetings starting within these times would have significant impacts to the organization, as meetings would begin near the end or after regular business hours and *Alberta Employment Standards Code* would need to be considered. This would result in new work arrangements being made based around Council meetings.

## **Municipal Planning Commission**

### **Mandate**

Acts as the Development Authority and Subdivision Authority for any applications referred to it by any County bylaw, procedure or by the County's Chief Administrative Officer.

### **Committee Authority**

Under the *Municipal Government Act*, has all the development powers and duties when acting as the Development Authority and has all the subdivision powers and duties when acting as the Subdivision Authority.

### **Reason for Rocky View County Involvement**

Established by choice by Rocky View County Council under sections 626(1), 623(1) and 624(1) of the *Municipal Government Act*.

### **Policy**

Municipal Planning Commission Bylaw C-7967-2019.

### **Voting Membership**

- Membership may consist of Council Members and/or Members at Large as determined by Council.
- Members are appointed by resolution of Council for a term of office as determined by Council.
- Council must appoint a Chair and Vice Chair of the Municipal Planning Commission by resolution for a term of office as determined by Council.

### **Appointment Time Commitment**

- Number of meetings – Twenty meetings annually, traditionally held at 9:00 AM on the Thursday following a general meeting of Council.
- Pre-Meeting Preparation - Two to three hours
- Meeting Duration – Three to five hours
- Post-Meeting Work for Chair – Up to three hours
- Meeting Location – County Hall
- Online Meeting Option - Yes

### **Compensation and Reimbursement**

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement. Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

### **Administration Support**

Planning and Development  
Municipal Clerk's Office

## **Recreation Governance Committee**

### **Mandate**

- Foster the creation, development, and operations of recreation programs, facilities, infrastructure, services, Parks, and Park Land;
- Act as an approving body regarding matters pertaining to Recreation and Cultural services in the County, including grant applications, studies, and master plans;
- Support Recreation and Cultural facility development and programs through the Community Recreation Funding program;
- Support the County-wide Recreation Master Plan, recreation planning, and community engagement; and
- Recognize that long-term strategic planning is required, planning for future facilities needs to be prioritized, and funding needs to be allocated.

### **Committee Authority**

Approving authority regarding matters pertaining to Recreation and Cultural Services in the County including grant applications, studies and master plans. May direct Administration by resolution.

### **Reason for Rocky View County Involvement**

On July 23, 2019 Council approved significant changes to County's recreation model, the most noteworthy being the ten Recreation Boards being replaced by a single Recreation Governance Committee comprised solely of Council members.

### **Policy**

Recreation Governance Committee *Terms of Reference* (Approval date: September 24, 2019)

### **Voting Membership**

Reeve, Deputy Reeve and all Councillors (4 year term)

### **Appointment Time Commitment**

- Number of meetings – Four meetings annually
- Pre-Meeting Preparation - Fifteen minutes to three hours pending size and complexity of agenda. Reviewing grant applications takes time.
- Meeting Duration - Up to four hours per meeting
- Meeting Location – County Hall
- Online Meeting Option - None

### **Compensation and Reimbursement**

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

### **Administration Support**

Recreation, Parks and Community Support  
Municipal Clerk's Office

## **Agricultural Service Board**

### **Mandate**

To fulfill the mandate set out in the *Agricultural Service Board Act* and to promote the importance of agriculture to Rocky View County.

### **Committee Authority**

The ASB may make recommendations to Council on agricultural matters affecting Rocky View County.

### **Reason for Rocky View County Involvement**

Established by choice by Rocky View County Council under section 3 of the *Agricultural Services Board Act*

### **Policy**

Rocky View County *Terms of Reference* C-ASB (Approval Date: January 8, 2019)

### **Voting Membership**

- Three Council Members (1 year term)
- Two Members at Large from West of Highway 2 (3 year term)
- Two Members at Large from East of Highway 2 (3 year term)
- Chair will be a Councillor appointed by Council at the annual Organizational Meeting and the Vice Chair will be elected by the ASB at its first meeting following the annual Organizational Meeting.

### **Appointment Time Commitment**

- Number of meetings – At least five times annually, starting at 9:00 AM
- Pre-Meeting Preparation – Minimal, one hour or less
- Meeting Duration – Three hours
- Meeting Location – County Hall
- Conferences – October / November Regional (one day), January Provincial (three days)
- Online Meeting Option - None

### **Compensation and Reimbursement**

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement. Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

### **Administration Support**

Agricultural and Environment Services

## **Family & Community Support Services Board**

### **Mandate**

To advise Council on policies concerning community services, insure quality of community services for all age groups and segments within its boundaries, determine FCSS policies and procedures within the framework of the FCSS Act and Regulations and direct activities of the FCSS program.

### **Committee Authority**

To advise Council on policies and to review and approve FCSS grants for Community Services programming within the overall FCSS budget as approved by Council.

### **Reason for Rocky View County Involvement**

Family and Community Support Services (FCSS) is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities and Métis Settlements. Rocky View County joined the FCSS program in 2000. Provincially, the FCSS Program receives its mandate from the *Family and Community Support Services Act* and Regulation.

### **Policy**

Rocky View County Bylaw C-7387-2014 (Approved date: June 24, 2014)

### **Voting Membership**

- Two Council Members (1 year term)
- Five Members at Large (2 year terms)
- Chair and Vice-Chair is elected by members attending at their first meeting after the Organizational Meeting of Council.

### **Appointment Time Commitment**

- Number of meetings - Approximately four annually
- Pre-Meeting Preparation – Half hour to three hours reading agendas per meeting depending on application review
- Meeting Duration - Two to three hours per meeting in the evening
- Meeting Location – County Hall
- Online Meeting Option – Yes
- Annual General Conference – Three day conference in November
- Optional Conference - Spring Regional Meeting, One day in March / April

### **Compensation and Reimbursement**

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement. Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

### **Administration Support**

Recreation, Parks and Community Support

## **Assessment Review Board**

### **Mandate**

Hears complaints about any assessment or taxation matters described in Part 11 of the *Municipal Government Act*.

### **Board Authority**

Hears and makes decisions on complaints about any matter referenced in sections 460.1(1) and 460.1(2) and of the *Municipal Government Act*.

### **Reason for Rocky View County Involvement**

Legislatively required as per the *Municipal Government Act* section 454.

### **Policy**

Rocky View County Assessment Review Boards Bylaw C-7778-2018

### **Voting Membership**

- Up to fifteen Members for a term of up to three years and in a manner that the expiry dates of appointments are staggered.
- Members may be Council Members or Members at Large.
- Council may appoint Chair or Vice-Chair, otherwise Chair or Vice-Chair are elected by the Members.

### **Appointment Time Commitment**

- Number of meetings – Approximately ten hearings annually
- Mandated training every three years – up to twenty one hours
- Pre-Meeting Preparation – Minimal
- Meeting Duration – Up to five hours
- Post-Meeting Work – Up to five hours if writing a decision on a complaint
- Additional Duties for Chair – Up to fifteen hours annually
- Meeting Location – County Hall
- Online Meeting Option - None

### **Compensation and reimbursement**

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement.

### **Administration Support**

Municipal Clerk's Office



## **Subdivision & Development Appeal Board**

### **Mandate**

Hears appeals of decisions made by the County's Development Authority and Subdivision Authority under Division 11 of the *Municipal Government Act*. Also hears stop orders issued by the Development Authority under section 645(1) of the *Municipal Government Act*.

### **Board Authority**

Has all requisite powers, duties and responsibilities of both the Development Authority and Subdivision Authority under the *Municipal Government Act* and the *Subdivision and Development Regulations*.

### **Reason for Rocky View County Involvement**

Legislatively required as per section 627 of the *Municipal Government Act*.

### **Policy**

Rocky View County Appeal and Review Panel Bylaw C-7717-2017

### **Voting Membership**

- Four Members at Large and two Members at Large Alternates (2 year terms)
- One Council Member (1 year term)
- Chair is appointed by Council at its annual organizational meeting.
- Vice-Chair is elected from its membership by majority vote at the Subdivision and Development Appeal Board's first meeting after Council's annual organizational meeting.

### **Appointment Time Commitment**

- Number of meetings – Fifteen to twenty meetings annually, traditionally held every third Wednesdays starting at 9:00 AM
- Mandated training at least every three years – up to eight hours
- Pre-Meeting Preparation – Two to three hours
- Meeting Duration – Three to five hours
- Post-Meeting Work – up to three hours
- Additional Duties for Chair – up to fifteen hours annually
- Meeting Location – County Hall
- Online Meeting Option - None

### **Compensation and Reimbursement**

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement.

### **Administration Support**

Planning and Development  
Municipal Clerk's Office

## **Enforcement Appeal Committee**

### **Mandate**

Hears appeals on enforcement compliance orders issued under certain Rocky View County bylaws and specific sections of the *Municipal Government Act*.

### **Committee Authority**

Hears and make decisions on appeals for which Council has made it responsible under any Rocky View County bylaw as well as appeals concerning compliance orders issued under sections 545 and 546 of the *Municipal Government Act*.

### **Reason for Rocky View County Involvement**

Rocky View County Council has chosen to delegate its authority under section 547 of the *Municipal Government Act* to the Enforcement Appeal Committee.

### **Policy**

Rocky View County Appeal and Review Panel Bylaw C-7717-2017

### **Voting Membership**

- Four Members at Large and two Members at Large Alternates (2 year term)
- One Council Member (1 year term)
- Chair is appointed by Council at its annual organizational meeting.
- Vice-Chair is elected from its membership by majority vote at the Enforcement Appeal Committee's first meeting after Council's annual organizational meeting.

### **Appointment Time Commitment**

- Number of meetings – Up to two annually, usually the same day as a Subdivision and Development Appeal Board meeting
- Pre-Meeting Preparation – Minimal, one hour
- Meeting Duration – Up to three hours
- Post-Meeting Work – Up to three hours
- Additional Duties for Chair – Up to three hours annually
- Meeting Location – County Hall
- Online Meeting Option - None

### **Compensation and Reimbursement**

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement.

### **Administration Support**

Planning and Development  
Enforcement Services  
Municipal Clerk's Office

## **Bragg Creek FireSmart Committee**

### **Mandate**

Provide feedback to Rocky View County Fire Services on issues related to wildfire threat and community protection within a 10 kilometre zone surrounding the Bragg Creek area. Consult with the community on a continuous and ongoing basis to respond to emerging issues and provide information on innovative solutions related to wildfire threats and community protection.

### **Committee Authority**

The Bragg Creek FireSmart Committee is an advisory committee to Council.

### **Reason for Rocky View County Involvement**

Establishing the committee as a means to implement the philosophy, culture, and practice of FireSmart in the greater Bragg Creek area and for updating the 2012 Greater Bragg Creek Wildfire Mitigation Strategy.

### **Policy**

Rocky View County *Terms of Reference* C-BCFC (Approval Date: March 27, 2018)

### **Voting Membership**

- One Council Member (4 year term)
- A minimum of six Members at Large from the Greater Bragg Creek area (4 year term)
- Chair and the Vice Chair choose the from amongst the voting members of committee

### **Appointment Time Commitment**

- Number of meetings - Approximately four annually
- Pre-Meeting Preparation - Minimal
- Meeting Duration – Two hours in the evening
- Meeting Location – Bragg Creek Community Association
- Online Meeting Option - None

### **Compensation and Reimbursement**

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

### **Administration Support**

Fire and Emergency Services

## **Calgary Metropolitan Regional Board**

### **Mandate**

To consider matters of regional significance of the Calgary Metropolitan Region.

### **Committee Authority**

Rocky View County represents one vote on an external board.

### **Reason for Rocky View County Involvement**

Legislatively required as per the *Calgary Metropolitan Region Board Regulation*.

### **Policy**

Provincial Regulation- *Calgary Metropolitan Region Board Regulation*.

### **Voting Membership**

By convention – One Council Member and one Council Member Alternate (1 year term).  
Regulation states the representative must be an elected official.

### **Appointment Time Commitment**

- Number of meetings
  - There has been 73 CMRB + sub-committee meetings since March 2018
  - CMRB Board Meetings – one per month
  - Land Use Committee + Servicing Committee – monthly meetings
  - Governance Committee – meeting every other month
  - Advocacy Committee – meeting once per month
- Pre-Meeting Preparation per meeting – Three plus hours with Intergovernmental Affairs
- Meeting Duration - Three to six hours with one hour travel (pre-COVID)
- Meeting Location – Various locations in Calgary
- Online Meeting Option - Yes

### **Compensation and Reimbursement**

- Primary appointment is paid a \$200 per diem per meeting plus mileage directly from CMRB
- Alternate appointment is not paid a per diem unless substituting for the primary
- Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement for mileage.

### **Administration Support**

Intergovernmental Relations

## **Spray Lake Sawmills Recreation Park Society Board of Directors**

### **Mandate**

To oversee the short and long-term issues regarding the future development of the park on which the sports centre is located.

### **Committee Authority**

Rocky View County represents one vote on an external board of directors

### **Reason for Rocky View County Involvement**

The Town of Cochrane and Rocky View County, as owners of the Spray Lake Sawmills Family Sport Centre and provides annual funding for facility operations through a funding agreement.

### **Policy**

External policy- Spray Lake Sawmills Recreation Park Society Bylaw.

### **Voting Membership**

By convention- One Council Member and one Council Member Alternate (4 year terms). It is not required for the County representative to be an elected official.

### **Appointment Time Commitment**

Number of meetings - One meeting per month, last Friday of the month at 7:00 AM

Pre-Meeting Preparation -

Meeting Duration – Up to two hours

Meeting Location - Cochrane

Online Meeting Option – Yes, but not reliable

### **Compensation and Reimbursement**

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

### **Administration Support**

Recreation, Parks and Community Support

## **Cochrane Ag Lands Advisory**

### **Mandate**

The Cochrane Ag Lands Advisory Committee serves to assist Council in making decisions related to the Lands.

### **Committee Authority**

The Cochrane Ag Lands Committee is an advisory committee to Council.

### **Reason for Rocky View County Involvement**

This ad-hoc committee is a working committee to advise Council on options for the County lands owned by the County and the possibility of selling the lands to the Town of Cochrane.

### **Policy**

Internal – Cochrane Ag Lands Advisory Committee *Terms of Reference* #C-CALA

### **Appointments**

- Two Council Members; the Division Nine Councillor and one other (4 year term)
- One Town of Cochrane Elected Official and one member of Town of Cochrane Administration

### **Appointment Time Commitment**

This ad-hoc committee has been inactive. On March 10, 2020 Council provide direction to Administration on the execution of the Purchase and Sale Agreement. Upon the finalization of the agreement, Administration will be recommending no further appointments to this committee and to rescind the terms of reference.

### **Compensation and Reimbursement**

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

### **Administration Support**

None

## Intermunicipal Committees (Various)

### **Mandate**

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

### **Committee Authority**

Intermunicipal Committees are advisory committees to Council. Appointed members do not have the ability to bind the County at any intermunicipal committees.

### **Policy**

Internal – Intermunicipal *Terms of Reference* #C-IMC (Last Review: October 16, 2018)

### **Reason for Rocky View County Involvement**

Regional planning, servicing, provincial advocacy are some topics of mutual interest with neighbouring municipalities.

### **Compensation and Reimbursement**

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

### **Administration Support**

Intergovernmental Affairs

<b>Municipality and Appointments (Adjacent Area councillor as per the Terms of Reference)</b>	<b>Appointment Commitment</b>
<b>City of Airdrie</b> Councillors for Divisions 6 and 7	Three – Four times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
<b>Village of Beiseker</b> Councillors for Divisions 5 and 6	Two times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
<b>City of Calgary</b> Reeve, Deputy Reeve, and Chair of the Policy and Priorities Committee, with additional Councillors invited to attend if their division is affected;	Three – Four times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
<b>City of Chestermere</b> Councillors for Divisions 4 and 5	Three – Four times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
<b>Town of Cochrane</b> Councillors for Divisions 1,2,8 and 9	Three – Four times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
<b>Town of Irricana</b> Councillors for Divisions 5 and 6	One – Two times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.