



COUNCIL MEETING AGENDA

Date: Tuesday, November 24, 2020
Time: 9:00 AM
Location: Council Chambers
262075 Rocky View Point
Rocky View County, AB T4A 0X2

Pages

A. CALL MEETING TO ORDER

B. UPDATES/APPROVAL OF AGENDA

C. APPROVAL OF MINUTES

1. November 10, 2020 Council Meeting Minutes 4

D. FINANCIAL REPORTS

E. PUBLIC HEARINGS / APPOINTMENTS

The following public hearings were advertised on October 27, 2020 and November 3, 2020 on the Rocky View County website in accordance with the *Municipal Government Act* and *Public Notification Bylaw C-7860-2019*.

MORNING PUBLIC HEARINGS / APPOINTMENTS 9:00 AM

1. Division 9 - Bylaw C-8075-2020 - Redesignation Item - Residential Use 12

File: PL20200089 (06826039)

2. Division 8 - Bylaw C-8034-2020 - Redesignation Item - Residential Use 28

File: PL20200024 (06701019)

AFTERNOON PUBLIC HEARINGS / APPOINTMENTS 1:00 PM

3. Division 5 - Bylaw C-8046-2020 - Redesignation Item – Business, Live-work District 44

File: PL20200044 (05232003)

F. GENERAL BUSINESS

1. All Divisions - Reserves Termination Agreement 59

File: N/A

2. All Divisions - Municipal Stimulus Program Funding- Proposed Pathway Projects 66

File: 1025-450

3. Division 3 - Late Tax Payment Penalty Cancellation Request 78

File: 04702053

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5.	Division 7 - Late Tax Payment Penalty Cancellation Request	92
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6.	Division 9 - Late Tax Payment Penalty Cancellation Request	99
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8.	Division 9 - Late Tax Payment Penalty Cancellation Request	117
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9.	All Divisions - Consideration of Motion - Councillor Wright and Councillor Hanson - To Reinstate Advertising of Public Notices and Service Announcements in the Rocky View Weekly	124
	File: N/A	
10.	Division 3 - Consideration of Motion - Councillor Hanson and Councillor Kissel - Mackenas Estates Connection to Rocky View Sewer Utility	125
	File: N/A	

G. BYLAWS

1.	Division 5 - Prince of Peace Village Local Improvement Plan	127
	File: 0785	
2.	All Divisions - Bylaw C-8109-2020 - Election Bylaw	138
	File: N/A	
3.	All Divisions - Bylaw C-8110-2020 - Amendments to the Procedure Bylaw - Participation in closed sessions through electronic means	162
	File: N/A	

H. UNFINISHED BUSINESS

I. COUNCILLOR REPORTS

J. MANAGEMENT REPORTS

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K. NOTICES OF MOTION

L. PUBLIC PRESENTATIONS

M. CLOSED SESSION

1. RVC2020-38 - Chestermere Recreation Centre

THAT Council move into closed session to consider the confidential item "Chestermere Recreation Centre" pursuant to the following sections of the Freedom of Information and Protection of Privacy Act:

Section 21 – Disclosure harmful to intergovernmental relations

Section 24 – Advice from officials

Section 25 – Disclosure harmful to the economic or other interests of a public body

2. RVC2020-39 - Elbow Valley West Storm Water Drainage

THAT Council move into closed session to consider the confidential item "Elbow Valley West Storm Water Drainage" pursuant to the following sections of the Freedom of Information and Protection of Privacy Act:

Section 21 – Disclosure harmful to intergovernmental relations

Section 24 – Advice from officials

Section 25 – Disclosure harmful to the economic or other interests of a public body

N. ADJOURN THE MEETING



COUNCIL MEETING MINUTES

Tuesday, November 10, 2020
9:00 AM

Council Chambers
262075 Rocky View Point
Rocky View County, AB T4A 0X2

Present: Reeve D. Henn
Deputy Reeve K. McKylor
Councillor M. Kamachi (participated electronically)
Councillor K. Hanson
Councillor A. Schule
Councillor J. Gautreau (participated electronically)
Councillor G. Boehlke
Councillor S. Wright
Councillor C. Kissel

Also Present: A. Hoggan, Chief Administrative Officer
B. Riemann, Executive Director, Operations
G. Kaiser, Executive Director, Community and Business
K. Robinson, Executive Director, Corporate Services
T. Cochran, Executive Director, Community Development Services
R. Smith, Manager, Fire Services (Fire Chief)
B. Woods, Manager, Financial Services
G. Nijjar, Manager, Planning and Development Services
C. Satink, Municipal Clerk, Municipal Clerk's Office
T. Andreasen, Deputy Municipal Clerk, Municipal Clerk's Office
J. Anderson, Senior Planner, Planning and Development Services
O. Newmen, Planner, Planning and Development Services

A Call Meeting to Order

The Chair called the meeting to order at 9:00 a.m. with all members present and with Councillor Kamachi and Councillor Gautreau participating in the meeting electronically.

B Updates/Approval of Agenda

MOVED by Councillor Schule that the November 10, 2020 Council meeting agenda be amended as follows:

- Remove Closed Session item M-1 – Servicing of City of Chestermere Lands

Carried

Main Motion:

MOVED by Councillor Schule that the November 10, 2020 Council meeting agenda be amended as follows:

- Remove Closed Session item M-2 – Chestermere Recreation Center

Amending Motion:

MOVED by Councillor Wright that the main motion be amended as follows:

- Remove Closed Session item M-2 – Chestermere Recreation Center and postpone it to the November 24, 2020 Council meeting

Carried

The Chair called for a vote on the main motion as amended.

Main Motion as Amended:

MOVED by Councillor Schule that the November 10, 2020 Council meeting agenda be amended as follows:

- Remove Closed Session item M-2 – Chestermere Recreation Center and postpone it to the November 24, 2020 Council meeting

Carried

Motion Arising:

MOVED by Deputy Reeve McKylor that Administration be directed to bring back a report to the next Council meeting with a procedure which would allow councillors attending remotely participate in closed sessions.

Carried

MOVED by Deputy Reeve McKylor that the November 10, 2020 Council meeting agenda be approved as amended.

Carried

C-1 October 27, 2020 Organizational Meeting Minutes

MOVED by Councillor Kissel that the October 27, 2020 Organizational Meeting Minutes be approved as amended.

Carried

C-2 October 27, 2020 Council Meeting Minutes

MOVED by Councillor Kissel that the October 27, 2020 Council Meeting Minutes be approved as presented.

Carried

E-1 Division 8 - Bylaw C-8060-2020 - Redesignation Item - Residential Use
File: PL20200059 (06606046)

MOVED by Councillor Wright that the public hearing for item E-1 be opened at 9:29 a.m.

Carried

Person(s) who presented: Lindsey Scharf (Applicant)

Person(s) who presented in favour: None

Person(s) who presented in opposition: None

Person(s) who presented rebuttal: Lindsey Scharf (Applicant)

MOVED by Councillor Wright that the public hearing for item E-1 be closed at 9:43 a.m.

Carried

MOVED by Councillor Wright that Bylaw C-8060-2020 be amended in accordance with Attachment 'B'.

Carried

MOVED by Councillor Wright that Bylaw C-8060-2020 be given second reading, as amended.

Carried

MOVED by Councillor Wright that Bylaw C-8060-2020 be given third and final reading, as amended.

Carried

E-2 Division 7 - Bylaw C-8053-2020 - Redesignation Item - Agricultural Business
Redesignation
File: PL20200037 (07320001)

The Chair called for a recess at 9:45 a.m. and called the meeting back to order at 9:47 a.m. with all previously mentioned members present, with the exception of Councillor Kamachi.

Reeve Henn vacated the Chair as the redesignation application was located in Division 7. Deputy Reeve McKylor assumed the Chair.

MOVED by Reeve Henn that the public hearing for item E-2 be opened at 9:47 a.m.

Carried

Absent: Councillor Kamachi

Councillor Kamachi returned to the meeting at 9:48 a.m.

Person(s) who presented: Lyle Hallett, Hallett Architects Ltd. (Applicant)
Bill Buchanan, Scott's Canada Ltd. (Owner)

Person(s) who presented in favour: None

Person(s) who presented in opposition: Rosemary Church, and on behalf of her family

Person(s) who presented rebuttal: Bill Buchanan, Scott's Canada Ltd. (Owner)

MOVED by Councillor Henn that the public hearing for item E-2 be closed at 10:34 a.m.

Carried

MOVED by Reeve Henn that Bylaw C-8053-2020 be amended in accordance with Attachment 'B'.

Carried

MOVED by Reeve Henn that Bylaw C-8053-2020 be given second reading, as amended.

Carried

MOVED by Reeve Henn that Bylaw C-8053-2020 be given third and final reading, as amended.

Carried

The Chair called for a recess at 10:42 a.m. and called the meeting back to order at 10:56 a.m. with all previously mentioned members present.

Deputy Reeve McKylor vacated the Chair and Reeve Henn reassumed the Chair.

F-1 All Divisions - CAO's Economic Recovery Task Force Report
File: N/A

MOVED by Councillor Schule that the Economic Recovery Task Force Report, as presented in Attachment 'A', be received for information.

Carried

F-2 Division 4 - Late Tax Payment Penalty Cancellation Request
File: 03222114 & 03222115

MOVED by Councillor Schule that the request for late tax penalty cancellation in the amount of \$1,221.92 be approved.

Defeated

MOVED by Councillor Schule that a request for late tax penalty cancellation in the amount of \$610.96 be approved.

Defeated

MOVED by Councillor Gautreau that the request for late tax penalty cancellation in the amount of \$1,221.92 be denied.

Carried

Motion Arising:

MOVED by Councillor Kissel that Administration be directed to extend the tax due date to September 30th, 2020 and that any business or resident that paid their tax bill in full on or before September 30th, 2020 be penalty free and if the penalty was paid that the penalty amount be refunded.

Tabling Motion:

MOVED by Councillor Schule that the main motion be tabled until a bylaw amendment comes forward.

Defeated

Councillor Kissel, with unanimous permission from Council, withdrew the motion arising.

F-3 Division 3 - Late Tax Payment Penalty Cancellation Request
File: 04702053

F-4 Division 3 - Late Tax Payment Penalty Cancellation Request
File: 04702100

F-5 Division 7 - Late Tax Payment Penalty Cancellation Request
File: 06532004

F-6 Division 9 - Late Tax Payment Penalty Cancellation Request
File: 06710015

F-7 Division 9 - Late Tax Payment Penalty Cancellation Request
File: 08818003

F-8 Division 9 - Late Tax Payment Penalty Cancellation Request
File: 08912011

MOVED by Councillor Kissel that F-items 3, 4, 5, 6, 7, 8 be tabled until the November 24, 2020 Council meeting.

Carried

Motion Arising/Main Motion:

MOVED by Councillor Kissel that the Tax Penalty Bylaw C-4727-1996 be brought back to Council at the next meeting.

Amending Motion:

MOVED by Councillor Hanson that the main motion be amended as follows:

THAT the Tax Penalty Bylaw C-4727-1996 be brought back to Council at the next meeting, **with the change of the penalty date to September 30, 2020 and with language to allow for the refund of penalties paid for tax payment dates in September.**

Defeated

The Chair called for a vote on the main motion.

Motion Arising/Main Motion:

MOVED by Councillor Kissel that the Tax Penalty Bylaw C-4727-1996 be brought back to Council at the next meeting.

Defeated

The Chair called for a recess at 12:09 p.m. and called the meeting back to order at 12:13 p.m. with all previously mentioned members present.

G-2 Division 6 - Bylaw C-8098-2020 - First Reading Bylaw - Residential Redesignation
File: PL20200142 (07315033)

G-3 Division 9 - Bylaw C-8099-2020 - First Reading Bylaw - Residential Redesignation
File: PL20200016 (06704041 / 06704032)

G-4 Division 9 - Bylaw C-8104-2020 - First Reading Bylaw - Agricultural Redesignation
File: PL20200144 (08912012)

MOVED by Councillor Boehlke that the following bylaws receive first reading:

- Bylaw C-8098-2020
- Bylaw C-8099-2020
- Bylaw C-8104-2020

Carried

G-1 All Divisions - Bylaw C-8074-2020 - Emergency Management Bylaw
File: N/A

MOVED by Councillor Schule that Emergency Management Bylaw C-8074-2020 be given first reading.

Carried

MOVED by Councillor Schule that Emergency Management Bylaw C-8074-2020 be given second reading.

Carried

MOVED by Councillor Boehlke that Emergency Management Bylaw C-8074-2020 be considered for third reading.

Carried

MOVED by Councillor Hanson that Emergency Management Bylaw C-8074-2020 be given third and final reading.

Carried

K-1 All Divisions – Councillor Wright and Councillor Hanson – To Reinstate Advertising of Public Notices and Service Announcements in the Rocky View Weekly
File: N/A

Read at the November 10, 2020 Council meeting
To be debated at the November 24, 2020 Council meeting

Title: To Reinstate Advertising of Public Notices and Service Announcements in the Rocky View

Presented By: Councillor Samanntha Wright, Division 8
Seconded By: Councillor Kevin Hanson, Division 3

WHEREAS Advertising public notices solely on the County website has successfully reached many residents, it has not reached all intended audiences and is thereby creating a substandard level of service for some County residents;

AND WHEREAS A significant percentage of residents do not have internet access at their residences;

AND WHEREAS A number of residents have complained that it is much more difficult for them to locate County public notices and information since Rocky View has stopped posting this type of information in the Rocky View Weekly;

AND WHEREAS Rocky View Weekly is the only local media source and County-specific issues risk being drowned out by media coverage by from our larger urban neighbours;

AND WHEREAS Many County residents consider the advertising of public notices in the local paper a necessary public service that is supportive of local business and independent journalism institutions.

THEREFORE BE IT RESOLVED THAT: that Administration be directed to recommence advertising public notices and service announcements, such as, but not limited to, public hearings, subdivision applications, approved development permits and matters of significant concern to County residents in the Rocky View Weekly starting no later than the January 5th Edition of 2021.

K-2 Division 3 - Councillor Hanson and Councillor Kissel - Mackenas Estates Connection to Rocky View Sewer Utility
File: N/A

Read at the November 10, 2020 Council meeting
To be debated at the November 24, 2020 Council meeting

Title: Mackenas Estates Connection to Rocky View Sewer Utility

Presented By: Councillor Kevin Hanson, Division 3
Seconded By: Councillor Crystal Kissel, Division 9

WHEREAS The Mackenas Estates Community in Rocky View County, municipally described as 106 Mackenas Lane on Range Road #31, and legally described as Units 1 to 21 in Condominium Plan 0913534 contains 21 lots that all have separate individual sanitary sewer septic systems;

AND WHEREAS A Rocky View County sanitary sewer line currently exists on Range Road 31, just 281 meters (922 feet) north of the Mackenas homes;

AND WHEREAS This RVC sanitary sewer line is part of a larger collection system that currently services the adjacent communities of Elbow Valley West, Stonepine, Elbow Valley, Swift Creek Villas, Lott Creek Estates; all located along Highway 8 on the south side of the Elbow River; and Pinebrook on the north side of the Elbow River;

AND WHEREAS All of these communities are in the immediate environs of the Elbow River Watershed, a critical source of drinking water for both Rocky View County and the City of Calgary;

AND WHEREAS The RVC Sanitary sewer system is ultimately serviced by a connection to the City of Calgary's sanitary sewer system approximately in the Discovery Ridge area of the City;

AND WHEREAS Rocky View County has a Master Services Agreement in place for the sanitary sewer for the above mentioned collection areas;

AND WHEREAS The City of Calgary's existing sanitary sewer lines have designed-in spare capacity to accommodate additional homes discharging into their system;

AND WHEREAS For environmental and cost reasons, it would be more practical and efficient for all the Mackenas homes to be tied into the Rocky View County's sanitary sewer system;

AND WHEREAS The Mackenas Community is just outside the current servicing area delineated in Rocky View County's Master Services Agreement with the City of Calgary;

AND WHEREAS Previous precedents have been recently approved by the City of Calgary for additional communities outside the original boundaries of the Rocky View County servicing agreement to be added;

AND WHEREAS A Local Improvement Tax is seen by the Mackenas Home Owners Association as a favourable and likely to be successful method of financing the extension of the service area; the cost impact to the County is expected to be negligible and the addition of users to the Rocky View sanitary sewer system in the Elbow Valley area may provide additional economies of scale.

THEREFORE BE IT RESOLVED THAT: Administration be directed to initiate discussions with the City of Calgary to determine the process, timing and costs to expand Rocky View County's current sanitary sewer system in the Elbow Valley area to include a tie-in for the homes in the Mackenas Estates Community;

AND THAT Administration continue to report back on its progress with their negotiation with the City of Calgary from time to time, but no later than 6-months between status reports.

J-1 2020 Council Priorities and Significant Issues List

File: N/A

The 2020 Council Priorities and Significant Issues List for November 10, 2020 was provided as information.

I Councillor Reports

File: N/A

Council provided updates on the various meetings and activities they attended since the October 27, 2020 Council meeting as information.

N Adjourn the Meeting

MOVED by Councillor Boehlke that the November 10, 2020 Council Meeting be adjourned at 12:42 p.m.

Carried

Reeve or Deputy Reeve

Chief Administrative Officer or Designate



PLANNING AND DEVELOPMENT SERVICES

TO: Council
DATE: November 24, 2020 **DIVISION:** 9
TIME: Morning Appointment
FILE: 06826039 **APPLICATION:** PL20200089
SUBJECT: Redesignation Item – Residential Use

POLICY DIRECTION:

The County Plan, Cochrane North Area Structure Plan, and Land Use Bylaw.

EXECUTIVE SUMMARY:

The purpose of this application is to redesignate the subject land from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), to facilitate the creation of one \pm 1.99 acre parcel, with a \pm 1.99 acre remainder.

Council gave first reading to Bylaw C-8075-2020 on September 1, 2020.

On July 28, 2020, Council approved a new Land Use Bylaw (C-8000-2020) which came into effect September 8, 2020. Administration has reviewed the district conversions and confirmed that the proposed Residential One District (R-1) under the old Land Use Bylaw (C-4841-97) now converts to Residential, Country Residential District (R-CRD) in the new Land Use Bylaw (C-8000-2020).

The application was circulated to 147 landowners in the area; 1 letter of concern was received. The application was also circulated to a number of internal and external agencies; responses are available in Attachment 'A'.

The following is a summary of the application assessment:

- Policy 6.1.10 of the Cochrane North Area Structure Plan requires new lots less than 4 acres in size to connect to a regional, municipal or co-op water utility system. The Applicant proposes to service the new lot with a water well; although this is inconsistent with Policy 6.1.10., the nearest existing water line is currently 2 kilometres to the west of the subject land and so connection is not feasible at this time. Future connection to a piped network could be addressed through a Deferred Services Agreement at the subdivision stage.
- The application is otherwise consistent with statutory policies and technical matters could be satisfactorily addressed at subdivision stage.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval of the application in accordance with Option #1.

Administration Resources

Xin Deng, Planning and Development Services



DATE APPLICATION RECEIVED: July 14, 2020
DATE DEEMED COMPLETE: July 28, 2020

PROPOSAL: To redesignate the subject land from Residential, Rural District to Residential, Country Residential District, to facilitate the creation of one \pm 1.99 acre parcel, with a \pm 1.99 acre remainder.

LEGAL DESCRIPTION: Lot 5, Block 23, Plan 0812064, SW-26-26-04-W05M

GENERAL LOCATION: Located approximately 0.4 km (0.25 miles) east of Highway 22 and immediately west of Camden Drive.

APPLICANT: Craig & Carley Zenner

OWNERS: Craig & Carley Zenner

EXISTING LAND USE DESIGNATION: Residential, Rural District (R-RUR)

PROPOSED LAND USE DESIGNATION: Residential, Country Residential District (R-CRD)

GROSS AREA: \pm 3.98 acres

SOILS (C.L.I. from A.R.C.): **4T 4** – The land contains soil with severe limitation for crop production due to adverse topography.

HISTORY:

February 6, 2007 Subdivision Application 2006-RV-323 was approved to create seven \geq 1.6 hectare (\pm 3.95 acre) parcels with a \pm 12 acre remainder. The subdivision was registered in Plan 0812064 in 2008. The subject land is one of the multi-lot subdivision.

BACKGROUND:

The property contains a dwelling with attached garage. The dwelling is serviced by a water well and a private sewage treatment system. The property is accessed by the existing approach off Camden Drive.

The exiting water well is located within the new proposed lot (Lot 1). The Applicant proposes to service the new house on Lot 1 with the existing water well, and install a new water well for the existing house on Lot 2.

It is noted that the existing mutual approach was not built within the Access Easement Right of Way. Administration notes that the Access Easement Right of Way could be adjusted to the north at the future subdivision stage. The proposed new lot would have a legal access through the proposed panhandle, and could be physically accessed through the existing mutual approach.

POLICY ANALYSIS:

County Plan

The subject land is located within the identified residential growth area of Cochrane North; therefore this application was principally assessed under the policies of the Cochrane North Area Structure Plan.

Cochrane North Area Structure Plan (ASP)

The subject land is identified within Residential Infill B Policy Area on Figure 6: Land Use Concept, where the specified minimum parcel size is two acres. Applicable to the infill residential areas, Policy 6.1.10 requires that new lots less than four (4) acres in size shall be required to connect to piped water system. Therefore, the Applicant's proposal to provide a water well for the new lot is inconsistent with Policy 6.1.10. However, as the nearest available piped water system is approximately two (2) kilometres



to the west of the subject lands, connection is not considered feasible at this time. A Deferred Services Agreement could be imposed upon any future subdivision approval requiring connection to municipal services when they become available; this would then satisfy the requirements of the Cochrane North ASP.

Policy 6.1.6 of the Cochrane North ASP states that a Conceptual Scheme may be required for the area. Due to the potential for further subdivision in the wider quarter section, the preparation of a Conceptual Scheme would be beneficial in providing a framework for subdivision and to address key technical requirements including secondary emergency access, connectivity to adjacent lands, and servicing. However, Administration notes that Council approved a similar previous redesignation application within the same quarter section on July 9, 2019 (PL20170012) without the requirement for a conceptual scheme.

Land Use Bylaw

The proposal meets the minimum parcel size requirement of Residential, Country Residential District within the Land Use Bylaw.

Secondary Emergency Access

As Camden Drive provides access to greater than ten (10) lots, secondary emergency access is required in accordance with the County Servicing Standards at Council's final discretion. Gaining secondary access via the subject lands will not be possible at the subdivision stage however, Administration will recommend that a road acquisition agreement be taken to allow for potential access should the adjacent lands to the west further subdivide.

OPTIONS:

- Option #1: Motion #1 THAT Bylaw C-8075-2020 be given second reading.
 Motion #2 THAT Bylaw C-8075-2020 be given third and final reading.
- Option #2: THAT application PL20200089 be refused.

Respectfully submitted,

Concurrence,

"Theresa Cochran"

"Al Hoggan"

Executive Director
Community Development Services

Chief Administrative Officer

XD/llt

ATTACHMENTS:

- ATTACHMENT 'A': Application Referrals
 ATTACHMENT 'B': Bylaw C-8075-2020 and Schedule A
 ATTACHMENT 'C': Map Set
 ATTACHMENT 'D': Public Submissions



ATTACHMENT A: APPLICATION REFERRALS

AGENCY	COMMENTS
<i>External Departments</i>	
Alberta Transportation	<p>This will acknowledge receipt of your circulation regarding the above noted proposal, which must meet the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of Highway 22. The department is currently protecting Highway 22 to a Major Two-Lane standard at this location.</p> <p>The subdivision proposal does not meet Section 14 of the Regulation. The department anticipates minimal impact on the highway from this proposal. Additionally, there is no direct access to the highway and sufficient local road access to the subdivision, satisfying Section 15 of the regulation. Therefore, pursuant to Section 16 of the Regulation, the department grants approval for the subdivision authority to grant a variance to Section 14 of the Regulation should they choose to do so.</p> <p>Pursuant to Section 678(2) of the Municipal Government Act, Alberta Transportation requires that any appeal of this subdivision be referred to the Municipal Government Board.</p>
<i>Internal Departments</i>	
Planning and Development Services - Engineering	<p>General</p> <ul style="list-style-type: none"> The review of this file is based upon the application submitted. <p>Geotechnical:</p> <ul style="list-style-type: none"> Based on the review of site contours on GIS, slopes are less than 15%. <p>Transportation:</p> <ul style="list-style-type: none"> The subject parcel currently have access from a private Mutual Joint Driveway Access Easement Agreement, instrument # 081 528 858. The Easement is 9 meters north and south of the northern boundary of the property. The existing Utility right-of-way Plan 071 5006 will be a constraint for the subject parcel to construct an additional approach at the time of Future Subdivision and/or Development Permit. At the time of future Subdivision and/or Development Permit, the application will require to provide both physical and legal access to the newly subdivided lot(s). It should be noted that any rural development that will result in 10 lots or greater shall have two separate access points to an existing through road to accommodate an emergency access. There are currently more than 10 lots accessing Camden Dr. At the future Subdivision and/or Development

AGENCY	COMMENTS
	<p>Permit, it will be Council's discretion to waive or enforce the emergency access requirements as noted.</p> <ul style="list-style-type: none"> At future Subdivision and/or Development Permit stage an Alberta Transportation Waiver and a Roadside DP shall be required as this property is within 1.6 km of Hwy 22. Transportation offsite Levy has previously been collected. <p>Sanitary/Waste Water:</p> <ul style="list-style-type: none"> As a condition of future subdivision, the applicant/owner is required to enter into a Deferred Services Agreement with the County for connection of the proposed lots to a regional or decentralized wastewater system once available. Engineering is satisfied with the Shallow Subsurface Conditions Report completed by Almor Engineering Associated Ltd. Dated May 2007. For all residential lots between 1-4 acres in size, the County requires the use of Package Sewage Treatment Plants which meet Bureau de Normalisation du Quebec (BNG) standards for treatment. As a condition of future subdivision, the applicant/owner shall enter into a Site Improvements/Services Agreement with the County for the construction of Package Sewage Treatment Plant on lot 1 (newly created lot) in accordance with the recommendations of the Shallow Subsurface Condition Report completed by Almor Engineering Associated Ltd. <p>Water Supply And Waterworks:</p> <ul style="list-style-type: none"> The existing potable water infrastructure is deemed unfeasible at this time due to proximity and serviceable area of the Cochrane Lake system. The applicant indicated that the water supply for the proposed development will serviced via water well, it should be noted that the existing water well is currently located in Lot 1 (proposed new lot). Based on the Aquifer Evaluation prepared by Sabatini Earth Technologies Inc. dated January 2008, Engineering as no concerns with the existing well servicing Lot 1. As a condition of future subdivision and/or Development Permit stages, the applicant/owner shall ensure that services are to be located within the boundary of each parcel meeting all the set-back requirements. The existing well shall be disconnected from the existing dwelling to be able to service the newly created parcel (Lot 1). As a condition of future subdivision, the applicant/owner shall provide the applicant is required to submit Phase 2 Aquifer Pumping & Testing Report for the new well on Lot 2, prepared by a qualified professional, in accordance with procedures outlined in the County Servicing Standards. This shall include Well Driller's Reports confirming a minimum pump rate of 1.0 IGPM.



AGENCY	COMMENTS
Transportation	<ul style="list-style-type: none">As a condition of subdivision, the applicant is required to enter into a Deferred Services Agreement with the County for connection of the proposed lots to municipal services once available. <p>Storm Water Management:</p> <ul style="list-style-type: none">Engineering has no requirements at this time. <p>Environmental:</p> <ul style="list-style-type: none">Engineering has no requirements at this time. <p>Detailed inspection to be provided at subdivision.</p> <p>From a desktop review the approach appears meet the required width for a mutual approach.</p> <p>Preference would be to use the existing mutual access with an easement.</p>

Circulation date: August 5 – August 26, 2020

Agencies that did not respond, expressed no concerns, or were not required for distribution, are not listed.



ROCKY VIEW COUNTY

BYLAW C-8075-2020

A Bylaw of Rocky View County, in the Province of Alberta, to amend Rocky View County Bylaw C-8000-2020, being the *Land Use Bylaw*

The Council of Rocky View County enacts as follows:

Title

1. This Bylaw may be cited as *Bylaw C-8075-2020*.

Definitions

2. Words in this Bylaw have the same meaning as those set out in the *Municipal Government Act* except for the definitions provided below:
 - (1) **“Council”** means the duly elected Council of Rocky View County;
 - (2) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time; and
 - (3) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

Effect

3. THAT Part 5, Land Use Map No.68 and No.68 NE of C-8000-2020 be amended by redesignating Lot 5, Block 23, Plan 0812064 within SW-26-26-04-W05M from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), as shown on the attached Schedule 'A' forming part of this Bylaw.
4. THAT Lot 5, Block 23, Plan 0812064 within SW-26-26-04-W05M is hereby redesignated to Residential, Country Residential District (R-CRD), as shown on the attached Schedule 'A' forming part of this Bylaw.

Transitional

5. Bylaw C-8075-2020 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.



ROCKY VIEW COUNTY

READ A FIRST TIME IN COUNCIL this 1st day of September, 2020*PUBLIC HEARING WAS HELD IN COUNCIL this day of , 2020*

READ A SECOND TIME IN COUNCIL this day of , 2020

READ A THIRD TIME IN COUNCIL this day of , 2020

Reeve

CAO or Designate

Date Bylaw Signed

BYLAW: C-8075-2020

± 1.61 ha
(± 3.98 ac)

AMENDMENT

FROM Residential, Rural District (R-RUR) TO Residential, Country Residential District (R-CRD)



Subject Land _____

LEGAL DESCRIPTION: Lot 5, Block 23, Plan 0812064, SW-26-26-04-W05M

FILE: PL20200089 - 06826039

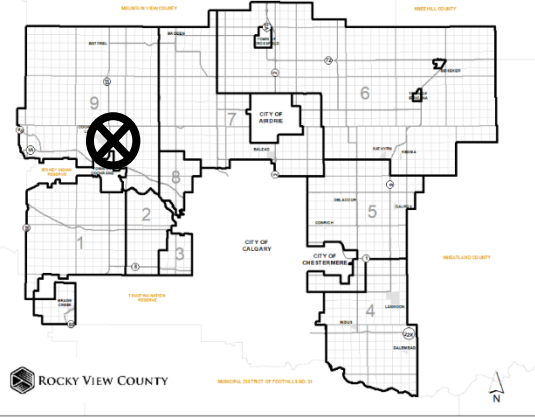
Location & Context

Redesignation Proposal

To redesignate the subject land from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), in order to facilitate the creation of one \pm 1.99 acre parcel with a \pm 1.99 acre remainder.

Division: 9
 File: PL20200089
 Roll: 06826039
 Legal: Lot 5,
 Block 23,
 Plan 0812064,
 SW-26-26-04-W05M

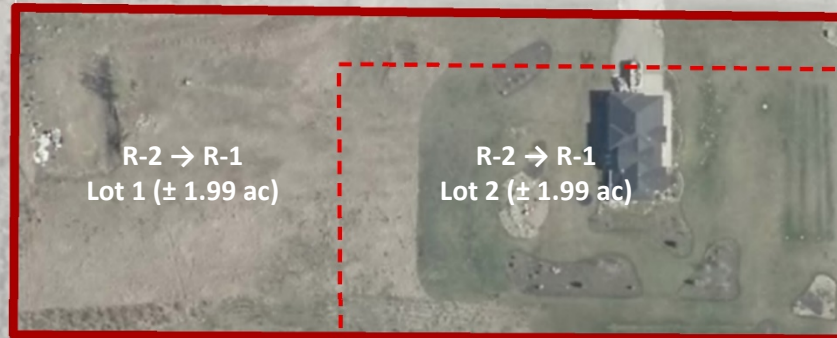
Printed: September 17, 2020
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Development Proposal

Redesignation Proposal

To redesignate the subject land from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), in order to facilitate the creation of one ± 1.99 acre parcel with a ± 1.99 acre remainder.



Division: 9
File: PL20200089
Roll: 06826039
Legal: Lot 5,
Block 23,
Plan 0812064,
SW-26-26-04-W05M

Printed: September 17, 2020
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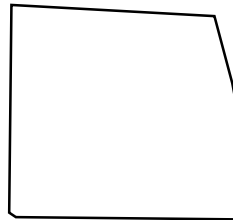


Previous Approval

Redesignation Proposal

To redesignate the subject land from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), in order to facilitate the creation of one \pm 1.99 acre parcel with a \pm 1.99 acre remainder.

PL20170012
PL20190123



Existing 12 lots (14 lots to be) rely on Camden Drive

Subject Land

*Division: 9
File: PL20200089
Roll: 06826039
Legal: Lot 5,
Block 23,
Plan 0812064,
SW-26-26-04-W05M*

*Printed: September 17, 2020
Page 23 of 168*

Environmental

Redesignation Proposal

To redesignate the subject land from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), in order to facilitate the creation of one \pm 1.99 acre parcel with a \pm 1.99 acre remainder.

-  Subject Lands
-  Contour - 2 meters
-  Riparian Setbacks
-  Alberta Wetland Inventory
-  Surface Water

Division: 9
 File: PL20200089
 Roll: 06826039
 Legal: Lot 5,
 Block 23,
 Plan 0812064,
 SW-26-26-04-W05M

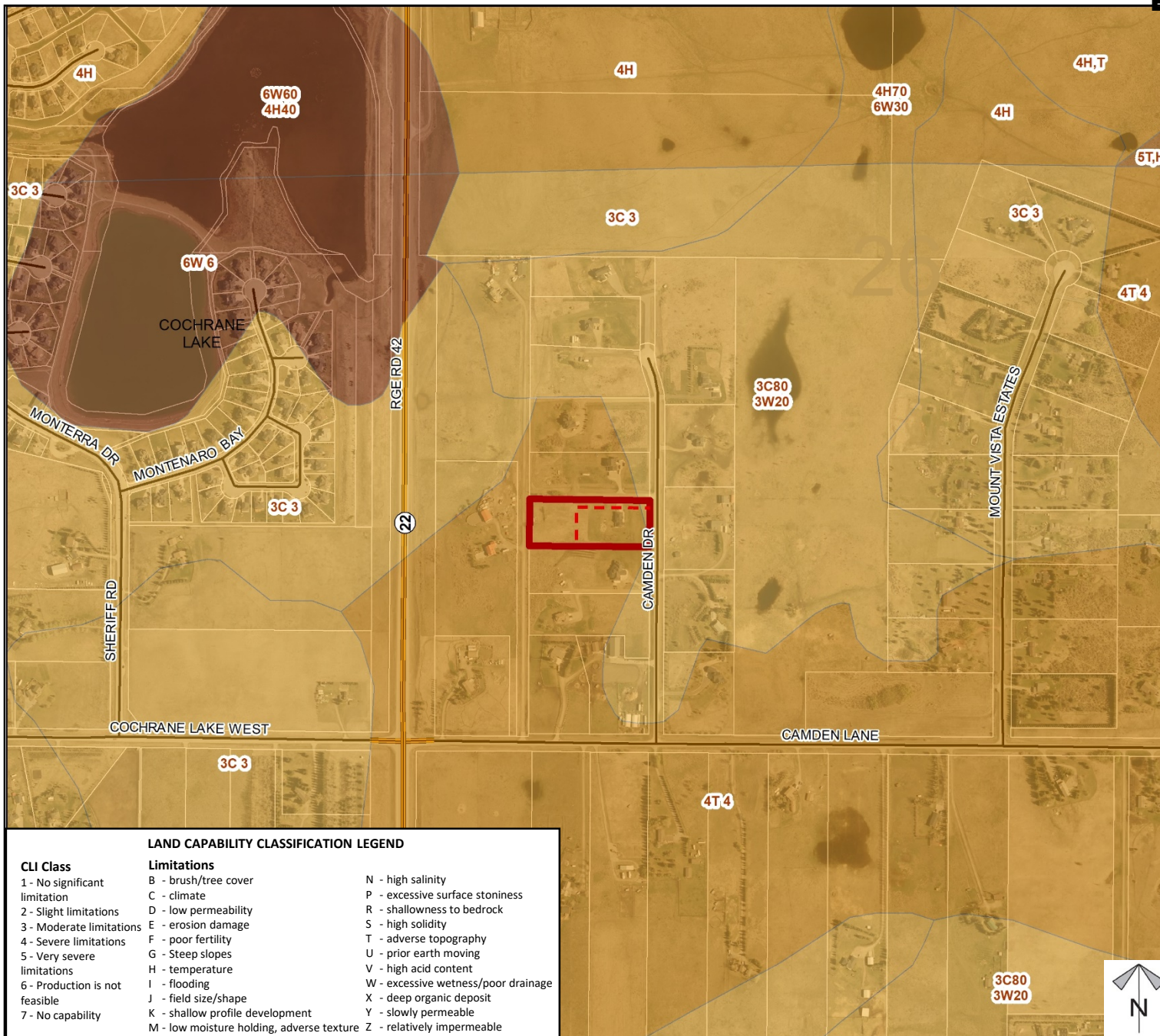
Printed: September 17, 2020
 Page 24 of 168



Soil Classifications

Redesignation Proposal

To redesignate the subject land from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), in order to facilitate the creation of one \pm 1.99 acre parcel with a \pm 1.99 acre remainder.



LAND CAPABILITY CLASSIFICATION LEGEND

CLI Class

- 1 - No significant limitation
- 2 - Slight limitations
- 3 - Moderate limitations
- 4 - Severe limitations
- 5 - Very severe limitations
- 6 - Production is not feasible
- 7 - No capability

Limitations

- B - brush/tree cover
- C - climate
- D - low permeability
- E - erosion damage
- F - poor fertility
- G - Steep slopes
- H - temperature
- I - flooding
- J - field size/shape
- K - shallow profile development
- M - low moisture holding, adverse texture
- N - high salinity
- P - excessive surface stoniness
- R - shallowness to bedrock
- S - high solidity
- T - adverse topography
- U - prior earth moving
- V - high acid content
- W - excessive wetness/poor drainage
- X - deep organic deposit
- Y - slowly permeable
- Z - relatively impermeable

Division: 9
 File: PL20200089
 Roll: 06826039
 Legal: Lot 5,
 Block 23,
 Plan 0812064,
 SW-26-26-04-W05M




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Landowner Circulation Area

Redesignation Proposal

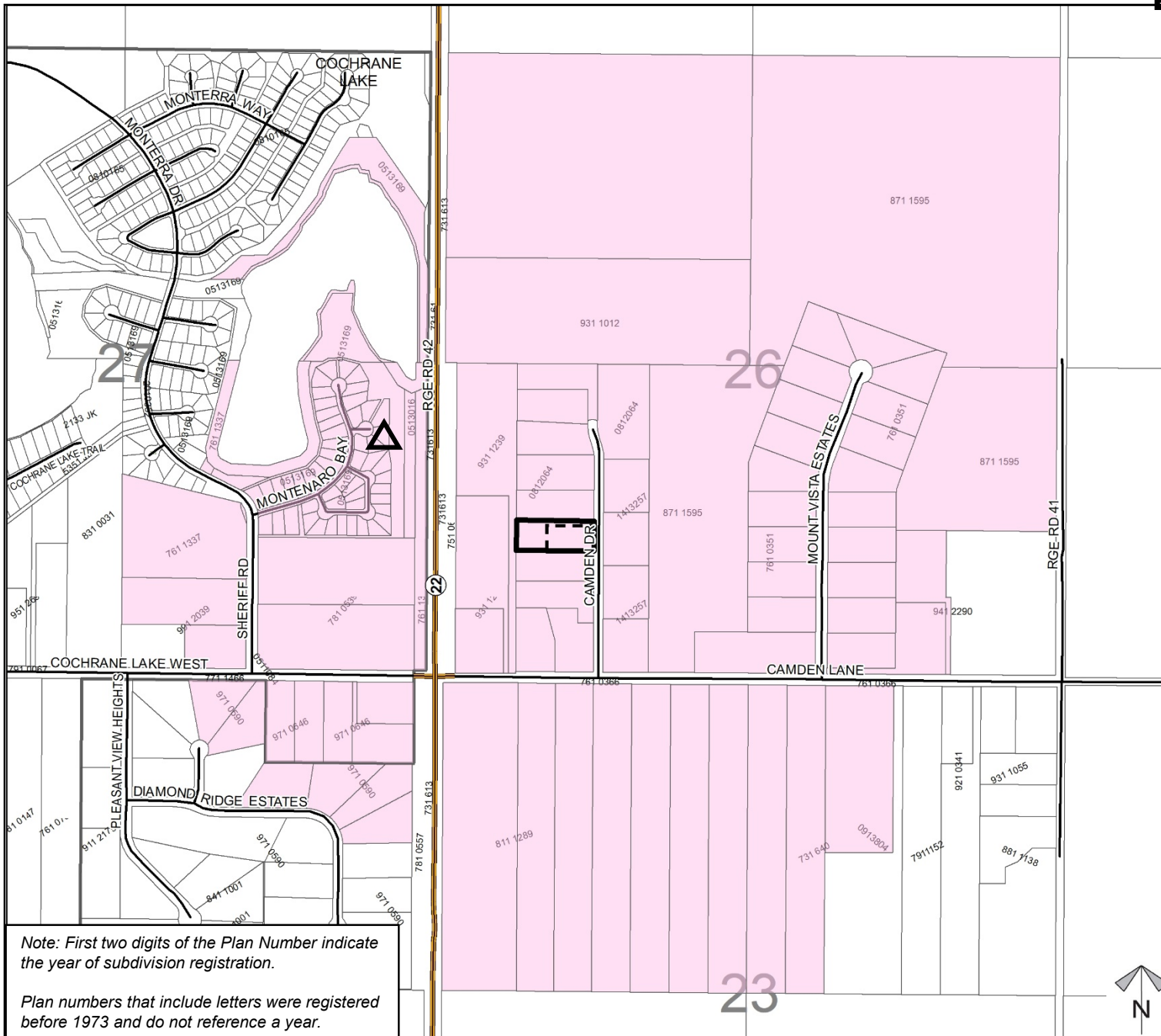
To redesignate the subject land from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), in order to facilitate the creation of one \pm 1.99 acre parcel with a \pm 1.99 acre remainder.

Legend

- Concern 
- Support 
- Opposition 

Division: 9
 File: PL20200089
 Roll: 06826039
 Legal: Lot 5,
 Block 23,
 Plan 0812064,
 SW-26-26-04-W05M

Printed: September 17, 2020
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Lori-Lee Turcotte

From: Eileen Bossons [REDACTED]
Sent: September 24, 2020 12:23 PM
To: Xin Deng
Subject: [EXTERNAL] - File Number: 06826039 Application number: PL20200089

Do not open links or attachments unless sender and content are known.

Attention: Xin Deng

In regards to the above land subject to application. I'm writing to state my concerns about the increase of development in this area because of the limited access and egress for Camden Lane onto Hwy 22, and how the increase in traffic will also affect the access and egress from subdivision MonTerra off of Cochrane Lake Road. The junction/intersection on Hwy [22 North separating Camden Lane from Cochrane Lakes Road](#) is already a safety issue because of the volume and high speed traffic on Hwy 22. Residents who live in this area including school buses carrying our children, either turning left or right or crossing between subdivisions have to deal with trying to get out into the traffic that is travelling at 100 km or higher from a stop position. Most of these vehicles travelling on Hwy 22 are large trucks that are unable to stop in an emergency situation considering the speed at which they travel. I have witnessed many potential accidents, and I know for certain that one day, there will be a tragedy. It is my opinion if Both Camden Lane and MonTerra are getting increased development the County must look into putting in a traffic light at the junction or lowering the speed limit, or putting in a round-about to make the intersection safer for everyone.

Sincerely,

Eileen Bossons
MonTerra Resident

Sent from my iPad



PLANNING AND DEVELOPMENT SERVICES

TO:	Council	
DATE:	November 24, 2020	DIVISION: 8
TIME:	Morning Appointment	
FILE:	06701019	APPLICATION: PL20200024
SUBJECT:	Redesignation Item – Residential Use	

POLICY DIRECTION:

The County Plan and Bearspaw Area Structure Plan.

EXECUTIVE SUMMARY:

The purpose of this application is to redesignate the subject lands from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), to accommodate the future creation of a ± 0.87 hectare (± 2.14 acre) parcel with a ± 0.87 hectare (± 2.14 acre) remainder.

Council gave first reading to Bylaw C-8034-2020 on April 7, 2020.

One letter in opposition was received in response to 192 letters circulated to adjacent and area property owners when the application was received. The application was also circulated to a number of internal and external agencies; responses are available in Attachment 'A'.

The following is a summary of the application assessment:

- Policies of the Bearspaw Area Structure Plan allow lot sizes less than four (4) acres within the subject lands and surrounding area, subject to proposals being supported by a conceptual scheme. In this case, a conceptual scheme would have limited benefit in guiding subdivision of the lands and is not considered to be required.
- All other technical matters required at this stage of the application process are satisfactory.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

DATE APPLICATION RECEIVED:	March 4, 2020
DATE DEEMED COMPLETE:	March 4, 2020

PROPOSAL:	To redesignate the subject lands from Residential, Rural District (R-RUR) to Residential, Country Residential District (R-CRD), in order to accommodate the future creation of a ± 0.87 hectare (± 2.14 acre) parcel with a ± 0.87 hectare (± 2.14 acre) remainder.
------------------	---

LEGAL DESCRIPTION:	Lot 8, Plan 8010152, within SE-1-26-3-W5M
---------------------------	---

GENERAL LOCATION:	Located 3.2 kilometres (2 miles) west of the City of Calgary, 0.4 kilometres (1/4 mile) north of Burma Road, and on the west side of Bearspaw Road.
--------------------------	---

APPLICANT:	Studio Inkognito (Rene Pahlavan)
-------------------	----------------------------------

Administration Resources

Stefan Kunz, Planning and Development Services



OWNERS: Nicola & Concetta Lobello

EXISTING LAND USE DESIGNATION: Residential, Rural District (R-RUR)

PROPOSED LAND USE DESIGNATION: Residential, Country Residential District (R-CRD)

GROSS AREA: ± 4.24 acres

SOILS (C.L.I. from A.R.C.): **Class 4, T, W** – Severe limitations due to adverse topography and excessive wetness/poor drainage.

HISTORY:

1990s The municipal reserve dedication on the lands is discharged, and the parcel is sold to private landowner.

1980 Plan 8010152 is registered, resulting in the creation of the subject lands, along with seven other lots. This parcel was the municipal reserve dedication for the subdivision.

POLICY ANALYSIS:

Bearspaw Area Structure Plan

Policy 8.1.20 of the BASP requires the minimum parcel size of four acres; however Policy 8.1.21 allows for development of parcels less than four (4) acres with preparation of a conceptual scheme.

The Applicant did not propose a conceptual scheme; however after evaluating the proposal and the applicable policy, Administration concluded that a conceptual scheme would not provide any additional information or benefit for the subdivision of these lands for the following reasons:

1. Conceptual schemes are generally focused at the quarter section scale, and are put in place to guide overall development of the wider area. Although there are some larger parcels within the wider quarter that could support multi-lot subdivision, the quarter is already heavily fragmented, and many of the parcels surrounding the subject land are developed as two acre parcels, or four acre parcels with limited subdivision potential.
2. This redesignation would only facilitate the creation of one new lot.
3. All technical considerations from an access, stormwater, or servicing perspective can be addressed at the subdivision stage

OPTIONS:

Option # 1: Motion #1 THAT Bylaw C-8034-2020 be amended in accordance with Attachment B.

 Motion #2 THAT Bylaw C-8034-2020 be given second reading.

 Motion #3 THAT Bylaw C-8034-2020 be given third and final reading.

Option # 2: THAT application PL20200024 be refused.



ROCKY VIEW COUNTY

Respectfully submitted,

“Theresa Cochran”

Executive Director
Community Development Services

SK/llt

Concurrence,

“Al Hoggan”

Chief Administrative Officer

ATTACHMENTS:

ATTACHMENT ‘A’: Application Referrals
ATTACHMENT ‘B’: Bylaw C-8034-2020 and Schedule A
ATTACHMENT ‘C’: Map Set
ATTACHMENT ‘D’: Public Submissions



ATTACHMENT A: APPLICATION REFERRALS

AGENCY	COMMENTS
<i>Internal Departments</i>	
Planning and Development Services – Engineering Review	<p data-bbox="467 464 659 491">Geotechnical:</p> <ul style="list-style-type: none"> <li data-bbox="516 516 1409 579">• The county's GIS system indicates that there are some areas with slopes more than 15% on site. <li data-bbox="516 600 1419 663">• As there is at least 1 acres of contiguous developable land on site, engineering have no requirements at this time. <p data-bbox="467 699 680 726">Transportation:</p> <ul style="list-style-type: none"> <li data-bbox="516 751 1305 846">• Access to north and south lots will be provided by existing approaches off Bearspaw Road and Biggar Heights Bay respectively. <li data-bbox="516 867 1435 1035">• Applicant provided a trip generation review, prepared Watt Consulting, dated April 30, 2019. As per the Trip Generation review, the environmental capacity of Bearspaw Road and Biggar Heights Bay will not be exceeded due to proposed development. No significant impact to the surrounding road network is expected. <li data-bbox="516 1056 1438 1182">• As a condition of future subdivision, the applicant is required to provide payment of the Transportation Offsite Levy in accordance with the applicable bylaw at time of subdivision approval for the total gross acreage of proposed lots to be subdivided. <p data-bbox="467 1203 773 1230">Sanitary/Waste Water:</p> <ul style="list-style-type: none"> <li data-bbox="516 1255 1446 1518">• Applicant provided a Level II Site Assessment, prepared by D&S Enterprises Water System Design, dated September 12, 2019. Watertech Engineering Research & Health Inc. provided an engineering review of the Level II site assessment and validated that the Level II assessment was done in accordance with Rocky View County Policy C-449 and the Model Process methods and procedures. There is sufficient space within the proposed lot to accommodate a PSTS. <li data-bbox="516 1539 1438 1917">• As a condition of future subdivision, the applicant enter into a Site Improvements Services Agreement with the County, which shall be registered on the title of north lot and shall include the following: <ul style="list-style-type: none"> <li data-bbox="610 1654 1438 1917">○ For the construction of Sand Treatment Mound System and Packaged Sewage Treatment System or LFH at Grade Dispersal System and Packaged Sewage Treatment System on north lot in accordance Level 2 PSTS assessment, prepared by D&S Enterprises Water System Design, dated September 12, 2019 and Engineering review, prepared by Watertech Engineering Research & Health Inc., dated September 30, 2019.



AGENCY	COMMENTS
	<ul style="list-style-type: none"> As a condition of future subdivision, a Deferred Services Agreement shall be registered against each new certificate of title (lot) created, requiring the owner to tie into municipal services when they become available. <p>Water Supply And Waterworks:</p> <ul style="list-style-type: none"> The southern lot is serviced by Rocky View Water Co-op. A letter from Rockyview Co-op was provided, dated June 18, 2019. As per the letter, Rockyview Water Co-op have capacity to service a north lot. As a condition of future subdivision, applicant is required to provide confirmation from Rockyview water Co-op that the necessary capacity for north lot has been purchased and the applicant has entered into a servicing agreement or contract with the Rocky View Water co-op to tie the north lot to the co-op distribution system. <p>Storm Water Management:</p> <ul style="list-style-type: none"> A stormwater management report letter was provided, prepared by EXP Services Inc., dated May 07, 2019. As per the letter, the drainage characteristics of the existing parcel will be changing due to added imperviousness resulting from the proposed subdivision. A site-specific Stormwater Implementation Plan should be prepared at the subdivision stage. As a condition of future subdivision, applicant is required to provide a site-specific stormwater implementation plan, prepared by a qualified professional, providing the onsite stormwater management strategy for the proposed subdivision in accordance with County's Servicing Standards and Bearspaw Master Drainage Plan. Should any lot specific improvements be recommended in the site-specific Storm water implementation Plan, as a condition of subdivision, the applicant/Owner will be required enter into a Development Agreement (Site Improvement/Servicing Agreement) for the construction of such improvements. <p>Environmental:</p> <ul style="list-style-type: none"> Based on GIS review, no environmental constraints are present. Engineering have no requirements at this time.

Circulation Period: March 12, 2020 to April 14, 2020

Agencies that did not respond, expressed no concerns, or were not required for distribution, are not listed.



ROCKY VIEW COUNTY

BYLAW C-8034-2020

A Bylaw of Rocky View County to amend Land Use Bylaw ~~C-4841-97~~ **C-8000-2020**

The Council of Rocky View County enacts as follows:

PART 1 – TITLE

This Bylaw shall be known as Bylaw C-8034-2020.

PART 2 – DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in Land Use Bylaw ~~C-4841-97~~ **C-8000-2020** and the *Municipal Government Act*.

PART 3 – EFFECT OF BYLAW

THAT Part 5, Land Use Map Nos. 67 & 67-SE of Bylaw ~~C-4841-97~~ **C-8000-2020** be amended by redesignating Lot 8, Plan 8010152 within SE-1-26-3-W5M from ~~Residential Two District~~ **Residential, Rural District** to ~~Residential One District~~ **Residential, Country Residential District** as shown on the attached Schedule 'A' forming part of this Bylaw.

THAT Lot 8, Plan 8010152 within SE-1-26-3-W5M is hereby redesignated to ~~Residential One District~~ **Residential, Country Residential District** as shown on the attached Schedule 'A' forming part of this Bylaw.

PART 4 – TRANSITIONAL

Bylaw C-8034-2020 comes into force when it receives third reading, and is signed by the Reeve/Deputy Reeve and CAO or Designate, as per the *Municipal Government Act*.

Division: 8

File: 06701019 - PL20200024

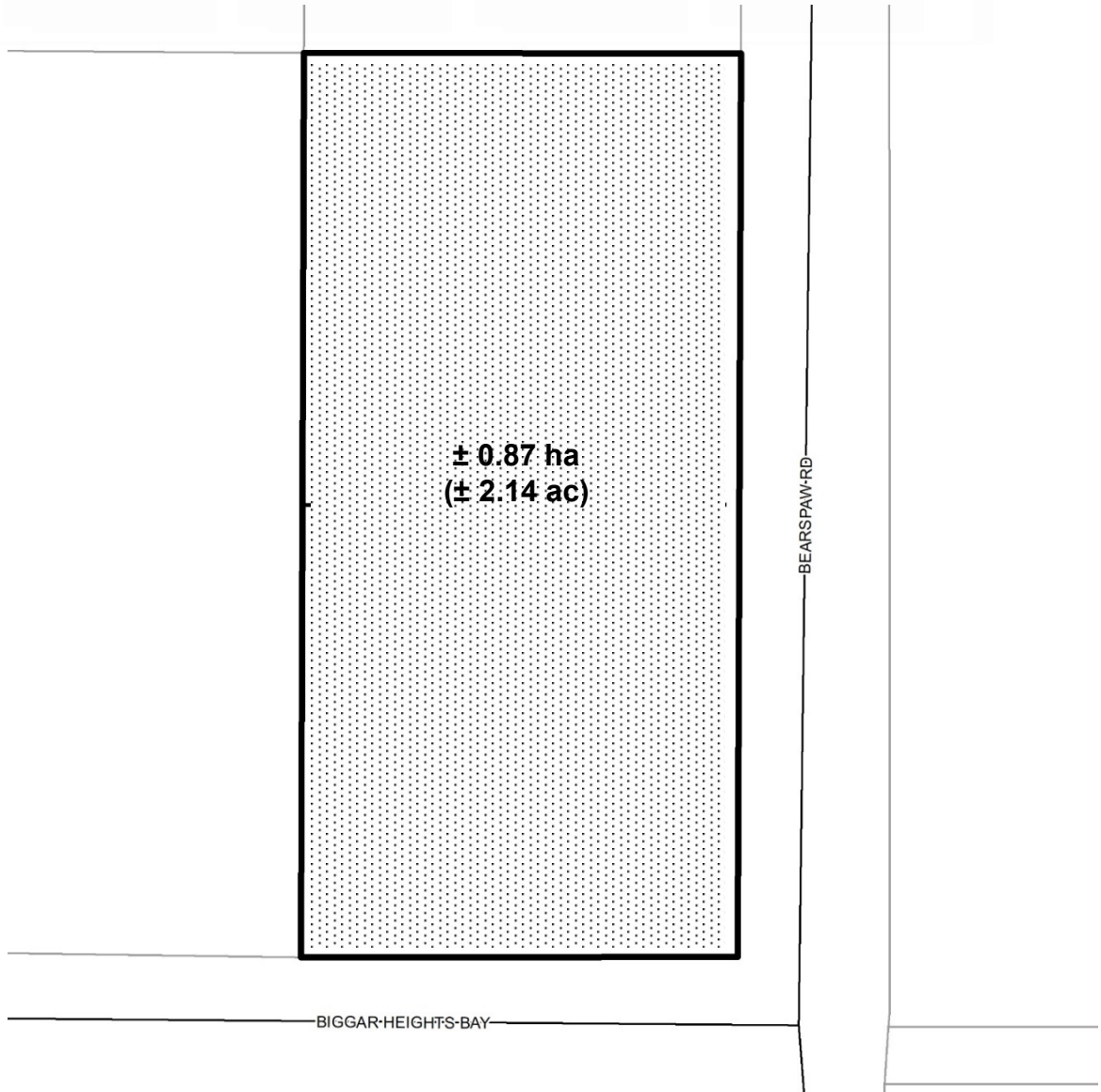
READ A FIRST TIME IN COUNCIL this	7th	day of	April	, 2020
<i>PUBLIC HEARING WAS HELD IN COUNCIL this</i>		<i>day of</i>		, 2020
READ A SECOND TIME IN COUNCIL this		day of		, 2020
READ A THIRD TIME IN COUNCIL this		day of		, 2020

Reeve

CAO or Designate

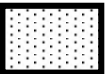
Date Bylaw Signed

BYLAW: C-8034-2020



AMENDMENT

FROM Residential Two District
Residential, Rural District (R-RUR) TO Residential One District
Residential, Country Residential District (R-CRD)



Subject Land _____

LEGAL DESCRIPTION: Lot 8, Plan 8010152 within SE-1-26-3-W5M

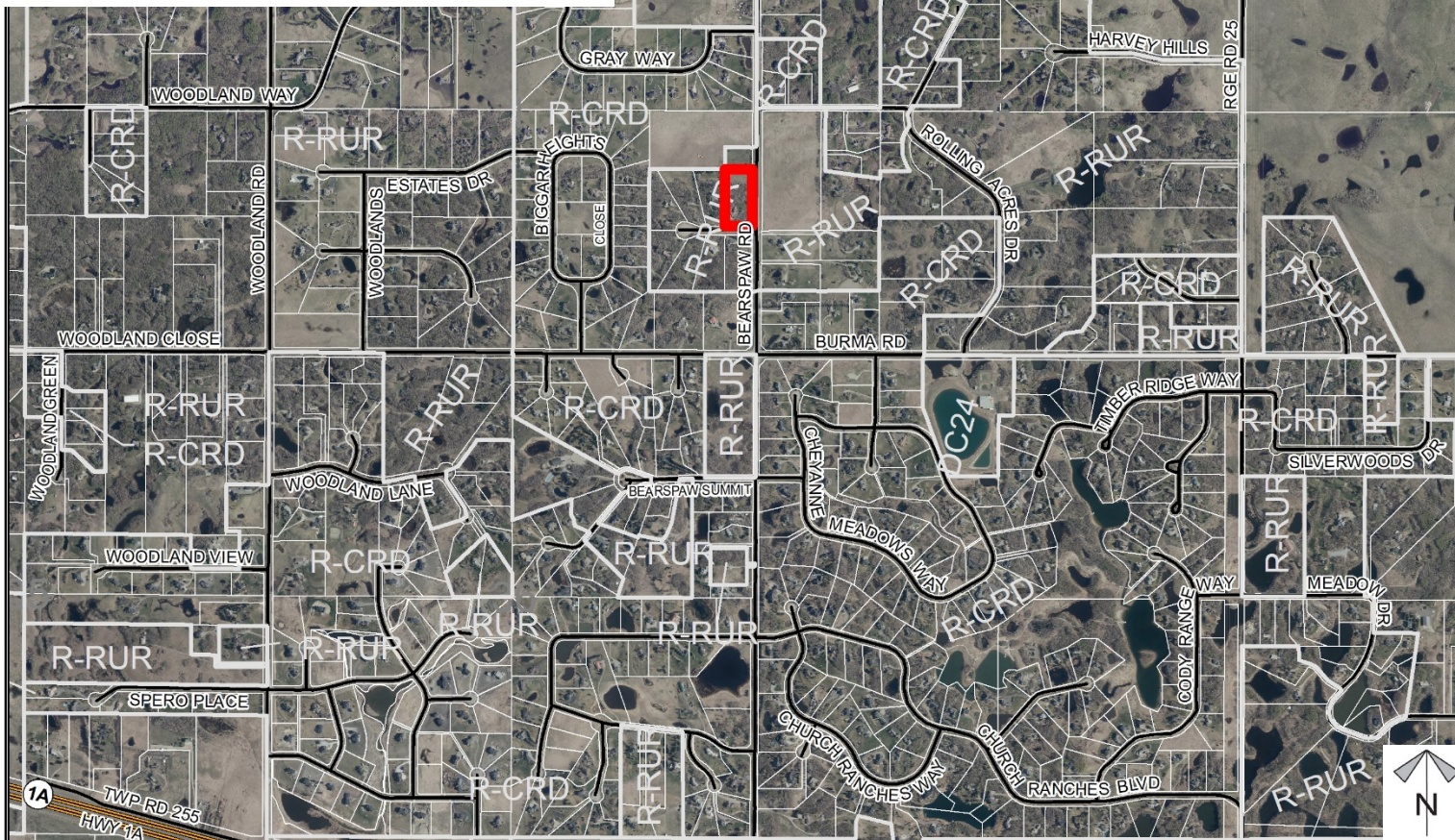
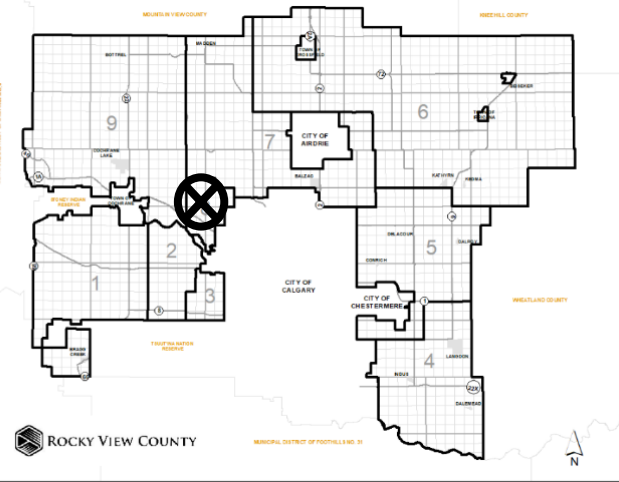
FILE: PL20200024 - 06701019

Location & Context

Redesignation Proposal

To redesignate the subject lands from Residential, Rural District to Residential, Country Residential District, in order to accommodate the future creation of a ± 0.87 hectare (± 2.14 acre) parcel with a ± 0.87 hectare (± 2.14 acre) remainder.

Division: 8
Roll: 06701019
File: PL20200024
Printed: Sept 21, 2020
Page 35 of 100
Legal Case No. 152,
SE-1-26-3-W5M



Development Proposal

Redesignation Proposal

To redesignate the subject lands from Residential, Rural District to Residential, Country Residential District, in order to accommodate the future creation of a ± 0.87 hectare (± 2.14 acre) parcel with a ± 0.87 hectare (± 2.14 acre) remainder.

± 0.87 ha
(± 2.14 ac)
R-RUR \rightarrow R-CRD

± 0.87 ha
(± 2.14 ac)
R-RUR \rightarrow R-CRD

BEARSPAW RD



Environmental

Redesignation Proposal

To redesignate the subject lands from Residential, Rural District to Residential, Country Residential District, in order to accommodate the future creation of a ± 0.87 hectare (± 2.14 acre) parcel with a ± 0.87 hectare (± 2.14 acre) remainder.

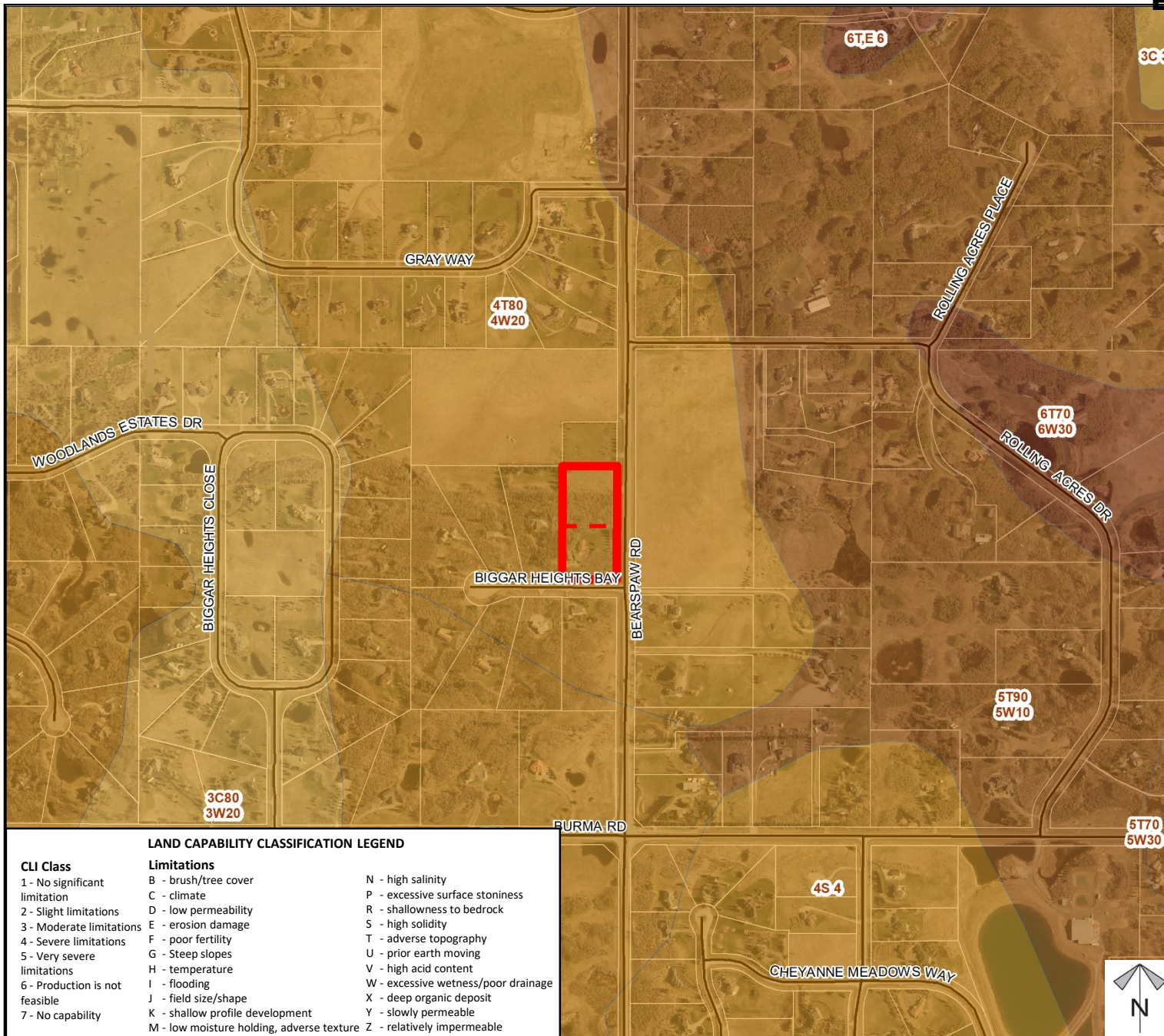


-  Subject Lands
-  Contour - 2 meters
-  Riparian Setbacks
-  Alberta Wetland Inventory
-  Surface Water

Soil Classifications

Redesignation Proposal

To redesignate the subject lands from Residential, Rural District to Residential, Country Residential District, in order to accommodate the future creation of a ± 0.87 hectare (± 2.14 acre) parcel with a ± 0.87 hectare (± 2.14 acre) remainder.



Landowner Circulation Area

Redesignation Proposal

To redesignate the subject lands from Residential, Rural District to Residential, Country Residential District, in order to accommodate the future creation of a ± 0.87 hectare (± 2.14 acre) parcel with a ± 0.87 hectare (± 2.14 acre) remainder.

Legend

Support

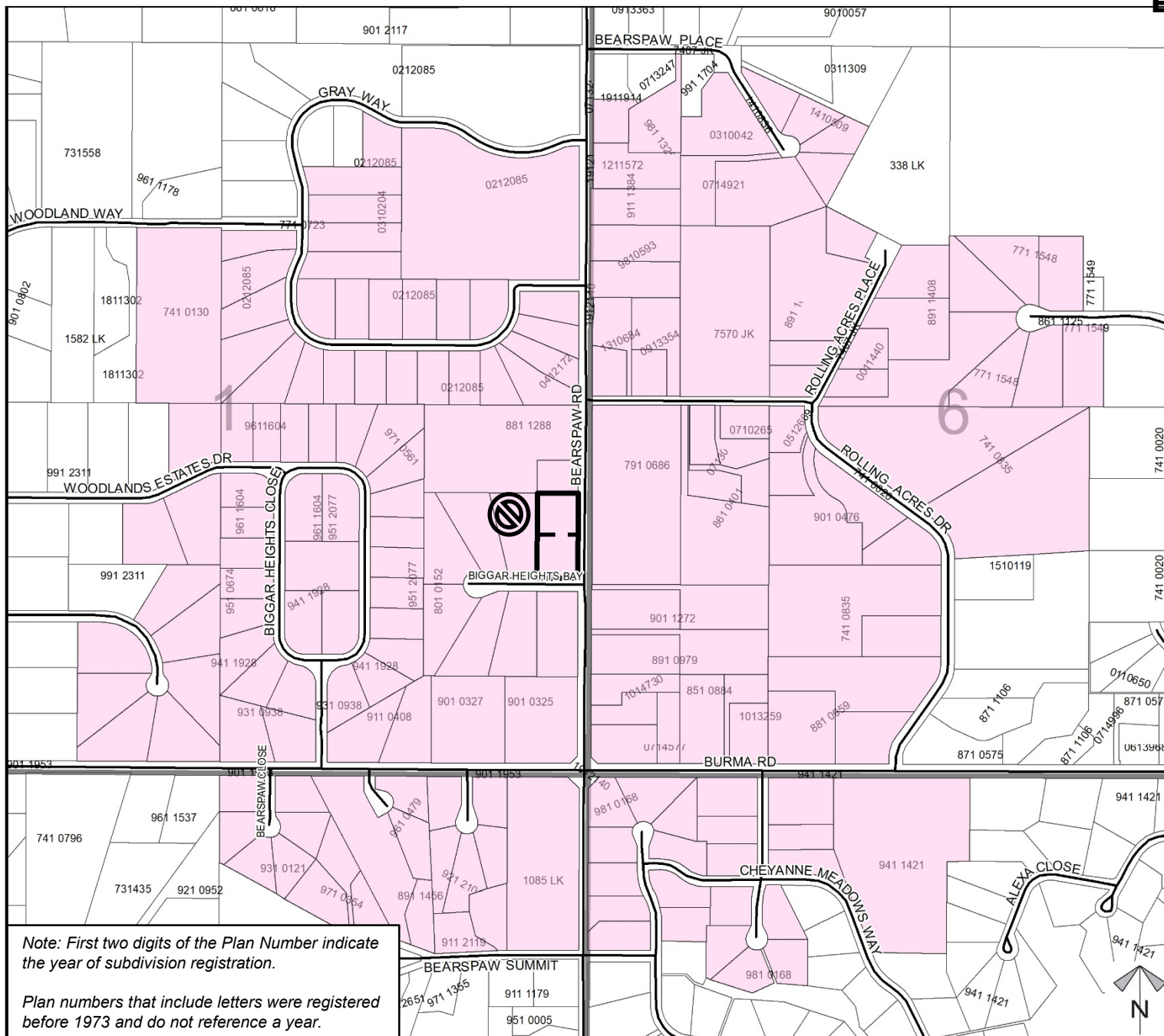


Opposition



Note: First two digits of the Plan Number indicate the year of subdivision registration.

Plan numbers that include letters were registered before 1973 and do not reference a year.



Division: 8
 Roll: 06701019
 File: PL20200024
 Printed: Sept 21, 2020
 Page 39 of 100
 SE-1-26-3-W5M

Dave & Arlene Rose

Dave & Arlene Rose
7 Biggar Heights Bay
Calgary, Alberta Canada

June 17, 2020

Attention: Mr. Stefan Kunz

Re: File Number: 06701019
Application Number: PL20200024

Dear Mr. Kunz:

We are hereby registering our concerns with the above application. "You", hereafter, refers to the County of Rocky View and/or The Municipal District of Rocky View, et al.

We purchased our lot almost 40 years ago from the developers, George and Edith Biggar. At that time, we enquired about further subdivision and were informed by the Municipal District of Rocky View that any further subdivision of lots within the Subdivision was not allowed. We own the adjacent property, Lot 7, immediately to the west. The lot in question was originally a municipal reserve and likely would have remained as such except the MD sold the land because of a dispute we had with a neighbor who had been granted privileges on that property by You that we vehemently objected too.

The Rocky View Strategic Plan states, "Our mission is to preserve the Rocky View County's diverse landscape, lifestyle..." For 40 years this statement has stood true. The Biggar Heights Subdivision has stood preserved as developed and as purchased by all as R2.

Concerns:

The entire Biggar Heights Subdivision is R2 as is the vast majority of the Section.

Our concern with granting this approval is we believe setting a precedent and blueprint for the entire Subdivision to now become fragmented R1. We believe that granting approval to subdivide one lot would set a precedent to grant further subdivision requests for other/all lots as they are virtually identical. It is highly unlikely the County could refuse others from subdividing; Municipal water, drainage, wetlands etc. are all non-issues.

Page 2/3

Others could and will apply arguing on precedent. If they are enabled to subdivide, then so am I. Be prepared to approve my request when it comes before Council a week after this is approved. Point stated, we have no need or intention to do this. We purchased 4 acres within this Subdivision for the lifestyle it affords us and You have stated your mission is to preserve lifestyle.

Our entire Subdivision is coveted by a Restrictive Covenant which generally conveys a higher standard and restrictive uses. If people want higher density, they have the option of moving to the city a mile away or purchasing one of the numerous smaller sized acreages for sale nearby.

In fact, there is, currently for sale, a 2-acre remainder parcel from a 20 acre subdivide immediately adjacent to the land being proposed for subdividing. If the subdivision approval is being requested by the owners of Lot 3 to provide a home for a family member, they can purchase this one. The aforementioned 2 acre residual made sense since this parcel came from the much larger undeveloped parcel. We had no issues at the time of this larger subdivide because it was well within the existing guidelines, not part of Bigger Heights and the parcels were the same or larger than ours, a completely separate entity unto itself.

As stated previously, this application if approved, will effectively become a blueprint for the re-designation of the entire Biggar Heights Bay Subdivision as others pursue the same path and rest assured, they will. The property immediately to the west of us just sold and the new owner asked us about this very topic. He was thinking of demolishing the older home on site and I believe his intention was splitting the existing lot into two lots. The property for reasons unknown to us is for sale again.

Another concern is Section 48.8 of the Land Use Bylaw.

Both R1 and R2 permit according to:

48.8 R1 / 50.8 R2

Maximum dwelling units per lot is one (1) Dwelling, Single Detached, and one (1) Accessory Dwelling Unit.

So, in effect, we and others could potentially have 4 dwelling units (1 lot divided into 2, each potentially with an accessory dwelling unit) next to us/others versus a maximum of 2 now et al, with others subdividing, a potential mess. This could result in pitting neighbors against neighbors. As we said previously, we went thru this exact scenario 33 years ago on this exact lot when You tried to lease the then lot designated as MR to a neighbor.

Page 3/3

There is this multiplier effect which MUST be considered. Two dwellings, turns into four which turns into eight This is not preserving lifestyle; this is going condo. This is happening in my birth community of Calgary, demolished homes replaced by infills and my old neighborhood was zoned for this 70 years ago so we are not fantasizing here, we can see reality

In Summary:

We are opposed to this re-designation on the grounds that the entire Subdivision is at risk of becoming a high-density redevelopment which has remained R2 for 40 years. People, such as us, purchased because of the original designation. .Too change it now would be bad faith upon the County

Please refuse this Application and follow your Mission which, as stated, is to preserve Rocky View County's diverse landscape, lifestyle,...". Lifestyle is the operative word here. Metamorphose the Subdivision to R1, which will inevitably happen over time as others will apply on precedent if this application is approved, is NOT preserving lifestyle, it is more about yapping dogs, cars, loud music, dirt bikes, garbage and tax revenue.

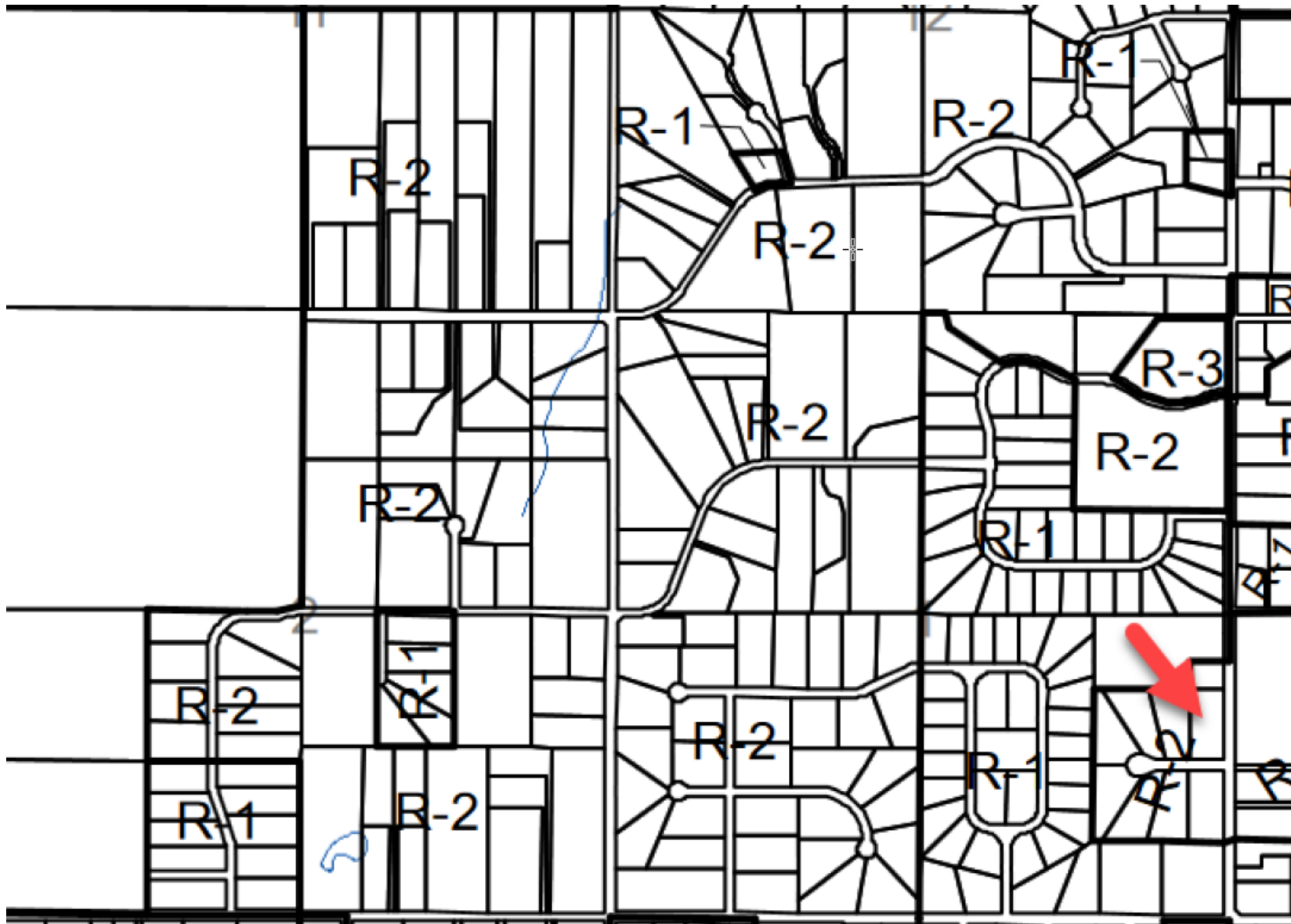
Once this barn starts burning there will be no stopping the flames and only ashes will remain where once a beautiful barn (development) stood.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dave & Arlene Rose', with a stylized, elongated flourish extending to the right.

Dave & Arlene Rose

Attachment





PLANNING AND DEVELOPMENT SERVICES

TO:	Council	
DATE:	November 24, 2020	DIVISION: 5
TIME:	Afternoon Appointment	
FILE:	05232003	APPLICATION: PL20200044
SUBJECT:	Redesignation Item –Business, Live-work District	

POLICY DIRECTION:

The County Plan and the Land Use Bylaw.

EXECUTIVE SUMMARY:

The purpose of this application is to redesignate the subject land from Agricultural, General District (A-GEN) to Business, Live-work District (B-LWK) to facilitate the operation of a trucking business.

Council gave first reading to Bylaw C-8046-2020 on June 9, 2020.

The application was circulated to 10 landowners in the area and one letter in opposition was received. The application was also circulated to a number of internal and external agencies; responses are available in Appendix 'A'.

The following is a summary of the application assessment:

- The subject land is predominantly surrounded by agricultural land use districts which does not meet the purpose and intent of the Business, Live-Work District defined in the Land Use Bylaw.
- The proposed development is not compatible with the surrounding lands and may have adverse impacts on the adjacent parcels.

ADMINISTRATION RECOMMENDATION:

Administration recommends refusal in accordance with Option #2.

DATE APPLICATION RECEIVED:	April 6, 2020
DATE DEEMED COMPLETE:	April 6, 2020

PROPOSAL:	To redesignate the subject lands from Agricultural, General District (A-GEN) to Business, Live-work District (B-LWK), to facilitate the operation of a trucking business.
LEGAL DESCRIPTION:	Lot: 1 Block: 1 Plan: 191 2451 within NW-32-25-27-W04M
GENERAL LOCATION:	Located approximately 0.81 kilometres (1/2 mile) south of Township Road 260 and east of Range Road 275.
APPLICANT:	Terradigm Development Consultants Inc. (Steve Grande)
OWNERS:	Brar, Amandeep Singh
EXISTING LAND USE DESIGNATION:	Agricultural, General District (A-GEN)
PROPOSED LAND USE DESIGNATION:	Business, Live-work District (B-LWK)

Administration Resources

Althea Panaguaiton, Planning and Development Services



GROSS AREA:	± 3.24 hectares (± 8.0 acres)
SOILS (C.L.I. from A.R.C.):	Class 3M, D, H Moderate Limitations due to low permeability and temperature.
HISTORY:	
December 12, 2019	Plan no. 191 2451 was approved and registered.
July 11, 2019	Subdivision application, PL20190043 to create a ± 3.24 hectare (± 8.0 acre) parcel with a ± 61.51 hectare (± 152.0 acre) remainder was approved.
October 18, 2012	Building permit, FBL20121018_1161, was issued for the construction for a Farm Building Location Permit for a 4,000 sq. ft. structure.
June 1, 2006	Building permit, 2006-BP-19304, was issued for a mobile home.

BACKGROUND:

The landowner wishes to operate a trucking business with an employee residing on the property; the main activity for the business would be overnight parking of approximately five trucks on-site.

POLICY ANALYSIS:

County Plan

Section 14 (Business Development) provides flexibility for considering development that is located outside of approved business areas, if the proposal can justify its need and location.

Policy 14.22 requires that the proposals for business development outside of a business area should be limited in size, scale, intensity, and scope and should have direct access to a paved County road or provincial highway. Although the proposal would be limited in scale, business use of Range Road 275, which is a gravel road, has the potential to result in adverse impacts on neighboring properties. Furthermore, operation of a trucking business in this location is not considered compatible with the surrounding agricultural area.

Land Use Bylaw

The purpose and intent of Live-Work District is to provide for a combination of residential and light industrial or commercial activity on a single parcel, with residential as the primary use. The parcel must be located in the Central East Rocky View Region in locations where adjacent development activity is industrial or commercial in nature.

The applicant states that there are non-residential activities adjacent to the subject land, citing an active gas well on the parcel, the nearby CN main line, and business activity not related to farming on a neighbouring property.

The property is located on the periphery of the Central East region of the County; however, there are no adjacent parcels with an industrial or commercial land use designation; the subject lands are predominantly surrounded by large agricultural lands with pockets of small Agricultural Parcels and Residential Rural Districts. Therefore, the proposal is not considered to meet the intent of the Business, Live-Work District.

Although the applicant proposes to operate a trucking business on the subject land, the redesignation of the parcel to a Business, Live-Work District allows opportunities for other uses such as automotive services (major and minor), industrial (light and medium), and outdoor storage that may not be compatible with adjacent agricultural lands.



The proposal meets the minimum parcel size requirements of the land use district; however due to the current size of the subject lands being ± 3.24 hectares (± 8.0 acres), redesignating to B-LWK can result in further subdivision potential of the lands with the proposed land use designation.

Other requirements such as setbacks and landscaping would be addressed at the future Development Permit stage.

OPTIONS:

- Option #1: Motion #1 THAT Bylaw C-8046-2020 be amended in accordance with Attachment B.
 Motion #2 THAT Bylaw Bylaw C-8046-2020 be given second reading.
 Motion #3 THAT Bylaw Bylaw C-8046-2020 be given third and final reading.
 Option #2: THAT application PL20200044 be refused.

Respectfully submitted,

Concurrence,

“Theresa Cochran”

“Al Hoggan”

Executive Director
Community Development Services

Chief Administrative Officer

AP/lt

ATTACHMENTS:

- ATTACHMENT ‘A’: Application Referrals
 ATTACHMENT ‘B’: Bylaw C-8046-2020 and Schedule A
 ATTACHMENT ‘C’: Map Set
 ATTACHMENT ‘D’: Public Submissions



ATTACHMENT A: APPLICATION REFERRALS

AGENCY	COMMENTS
Planning and Development Services - Engineering	<p data-bbox="464 365 573 392">General</p> <ul data-bbox="513 417 1360 445" style="list-style-type: none"> • The review of this file is based upon the application submitted. <p data-bbox="464 466 656 493">Geotechnical:</p> <ul data-bbox="513 518 1243 546" style="list-style-type: none"> • Engineering does not have any concerns at this time. <p data-bbox="464 567 678 594">Transportation:</p> <ul data-bbox="513 619 1523 915" style="list-style-type: none"> • As the proposed truck business is to generate an insignificant amount of traffic (5 trucks a day), a TIA is not warranted for this proposal. • The applicant has proposed the removal of their existing approach and the construction of a new approach to the north of the existing approach at the future development permit stage. • As a condition of future development permit, the Owner shall construct a new gravel approach on Range Road 275 in order to provide access to the existing home. <p data-bbox="464 936 773 963">Sanitary/Waste Water:</p> <ul data-bbox="513 989 1511 1150" style="list-style-type: none"> • The applicant proposes using an existing PSTS system on the subject site. As a condition of future DP, the applicant is required to submit a Level I Assessment Variation for the subject parcel describing the existing system type, maintenance requirements and include a sketch showing its location and size. <p data-bbox="464 1171 898 1199">Water Supply And Waterworks:</p> <ul data-bbox="513 1224 1401 1285" style="list-style-type: none"> • The Applicant proposes using an existing well on the subject site; engineering has no further concerns. <p data-bbox="464 1323 821 1350">Stormwater Management:</p> <ul data-bbox="513 1375 1406 1470" style="list-style-type: none"> • As a condition of future development permit, the applicant may be required to submit a site-specific stormwater management plan in accordance with the County Servicing Standards. <p data-bbox="464 1491 675 1518">Environmental:</p> <p data-bbox="464 1543 1495 1669">The County Wetland inventory shows that active wetlands exist on this property. At the development permit stage, the applicant will be responsible for obtaining the required approvals from AEP should any disturbance to wetlands be proposed.</p>
Transportation Services	<p data-bbox="464 1707 1386 1768">Transportation Services has the following recommendations/ advisories /comments regarding this application:</p> <ul data-bbox="513 1793 1490 1904" style="list-style-type: none"> • Applicant to confirm access to development / subdivided lots. • Applicant to be reminded to adhere to the conditions identified within the County Noise Bylaw.



AGENCY	COMMENTS
Agricultural and Environmental Services	Agricultural Services Staff Comments: If approved, the application of the Agricultural Boundary Design Guidelines will be beneficial in buffering the proposed land use from the agricultural land surrounding it. The guidelines would help mitigate areas of concern including: trespass, litter, pets, noise, providing a visual barrier and concern over fertilizers, dust & normal agricultural practices.

Circulation Period: April 28, 2020 to May 20, 2020

Agencies that did not respond, expressed no concerns, or were not required for distribution, are not listed.



ROCKY VIEW COUNTY

BYLAW C-8046-2020

A Bylaw of Rocky View County to amend Land Use Bylaw ~~C-4841-97~~ C-8000-2020

The Council of Rocky View County enacts as follows:

PART 1 – TITLE

This Bylaw shall be known as Bylaw C-8046-2020.

PART 2 – DEFINITIONS

In this Bylaw the definitions and terms shall have the meanings given to them in Land Use Bylaw ~~C-4841-97~~ C-8000-2020 and the *Municipal Government Act*.

PART 3 – EFFECT OF BYLAW

THAT Part 5, Land Use Map No. 52 of Bylaw ~~C-4841-97~~ C-8000-2020 be amended by redesignating a portion of NW-32-25-27-W04M from ~~Ranch and Farm District~~ **Agricultural, General District** to ~~Live-Work District~~ **Business, Live-Work District** as shown on the attached Schedule 'A' forming part of this Bylaw.

THAT A portion of NW-32-25-27-W04M is hereby redesignated to ~~Live-Work District~~ **Business, Live-Work District** as shown on the attached Schedule 'A' forming part of this Bylaw.

PART 4 – TRANSITIONAL

Bylaw C-8046-2020 comes into force when it receives third reading, and is signed by the Reeve/Deputy Reeve and CAO or Designate, as per the *Municipal Government Act*.

Division: 5

File: 05232003 / PL20200044

READ A FIRST TIME IN COUNCIL this 9th day of June , 2020

PUBLIC HEARING WAS HELD IN COUNCIL this day of , 2020

READ A SECOND TIME IN COUNCIL this day of , 2020

READ A THIRD TIME IN COUNCIL this day of , 2020

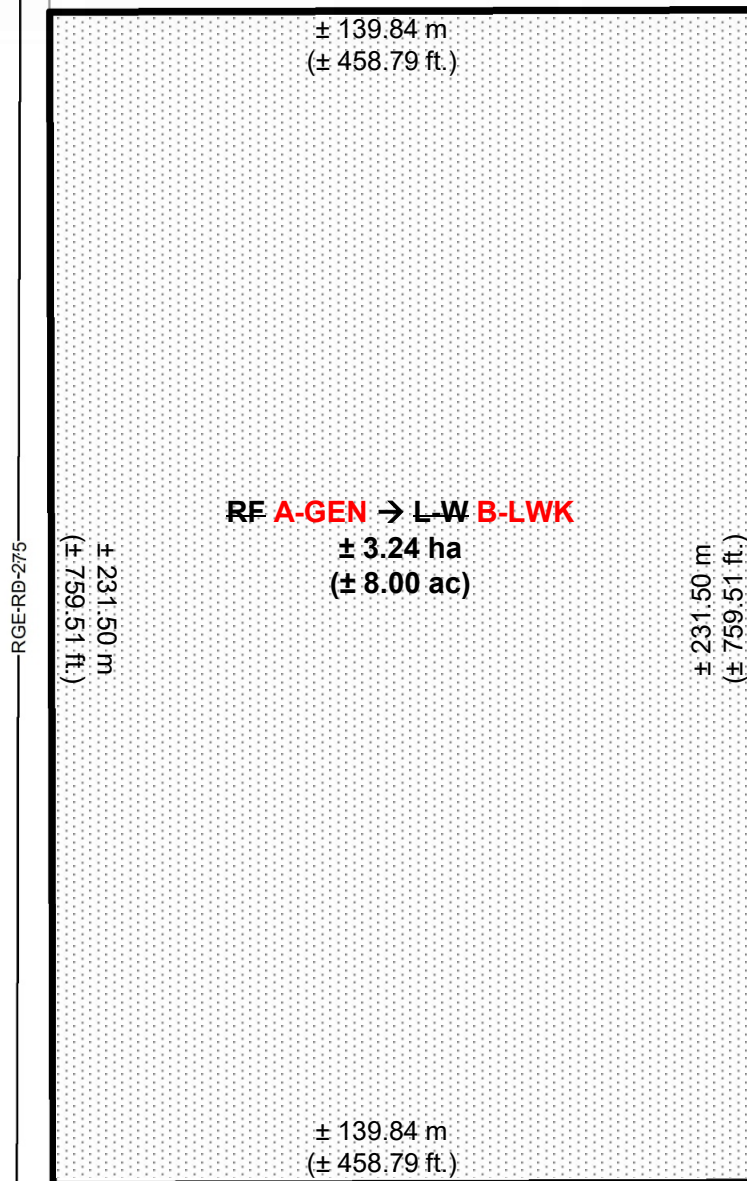
Reeve

CAO or Designate

Date Bylaw Signed

LEA E-3 - Attachment B
Page 2 of 2

BYLAW: C-8046-2020



AMENDMENT

FROM Agricultural General District
~~Ranch and Farm District~~ **TO** Business, Live-work District
Live-Work District

Subject Land _____

LEGAL DESCRIPTION: NW-32-25-27-W04M
Lot: 1 Block 1: Plan: 191 2451

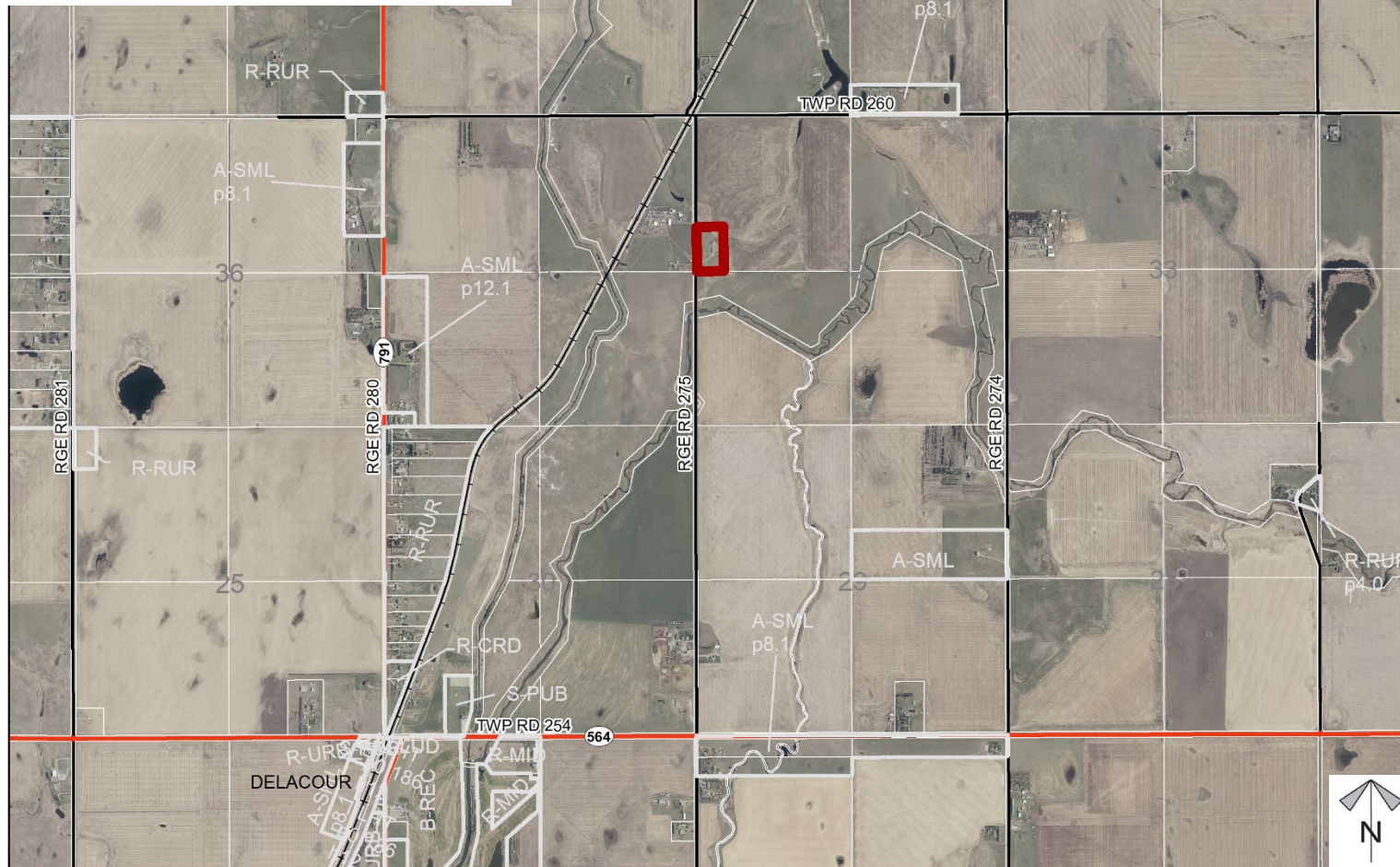
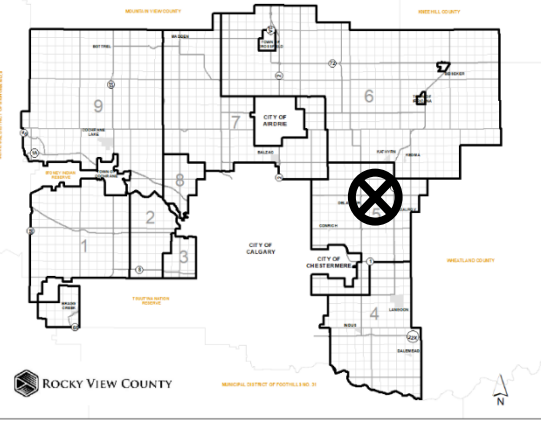
FILE: 05232003

DIVISION: 5

Location & Context

Development Proposal

To redesignate the subject lands from Agricultural, General District (A-GEN) to Business, Live-Work District (B-LWK), in order to facilitate the operation of a trucking business.



Development Proposal

Development Proposal

To redesignate the subject lands from Agricultural, General District (A-GEN) to Business, Live-Work District (B-LWK), in order to facilitate the operation of a trucking business.

RGE RD 275

A-GEN → B-LWK
 ± 3.24 ha
 (± 8.00 ac)

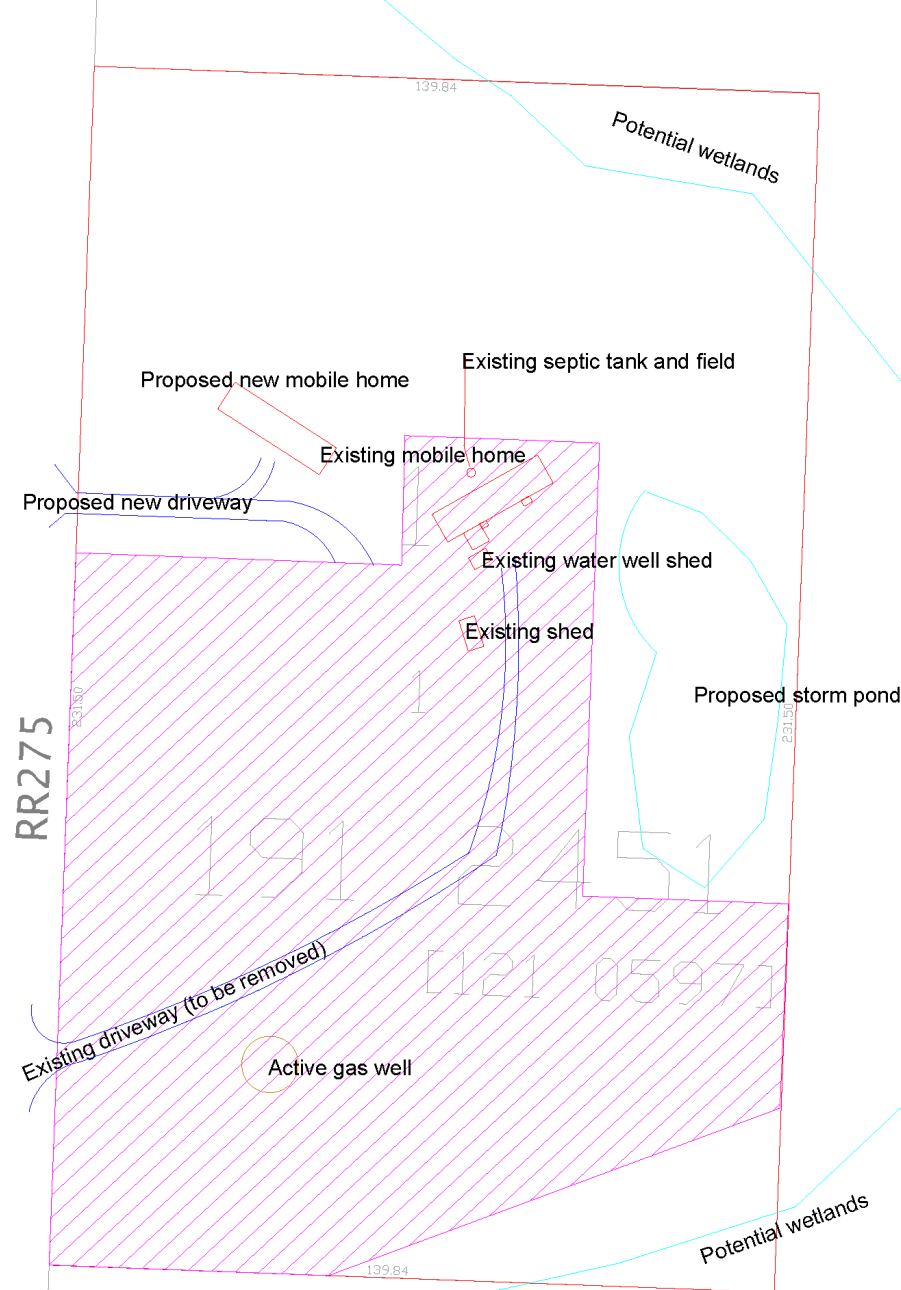


Division: 5
 Roll: 05232003
 File: PL20200044
 Printed: April 7, 2020
 Page 52 of 2168
 Legend 52-25-2168-4M

Site Plan

Development Proposal

To redesignate the subject lands from Agricultural, General District (A-GEN) to Business, Live-Work District (B-LWK), in order to facilitate the operation of a trucking business.



Environmental

Development Proposal

To redesignate the subject lands from Agricultural, General District (A-GEN) to Business, Live-Work District (B-LWK), in order to facilitate the operation of a trucking business.

-  Subject Lands
-  Contour - 2 meters
-  Riparian Setbacks
-  Alberta Wetland Inventory
-  Surface Water

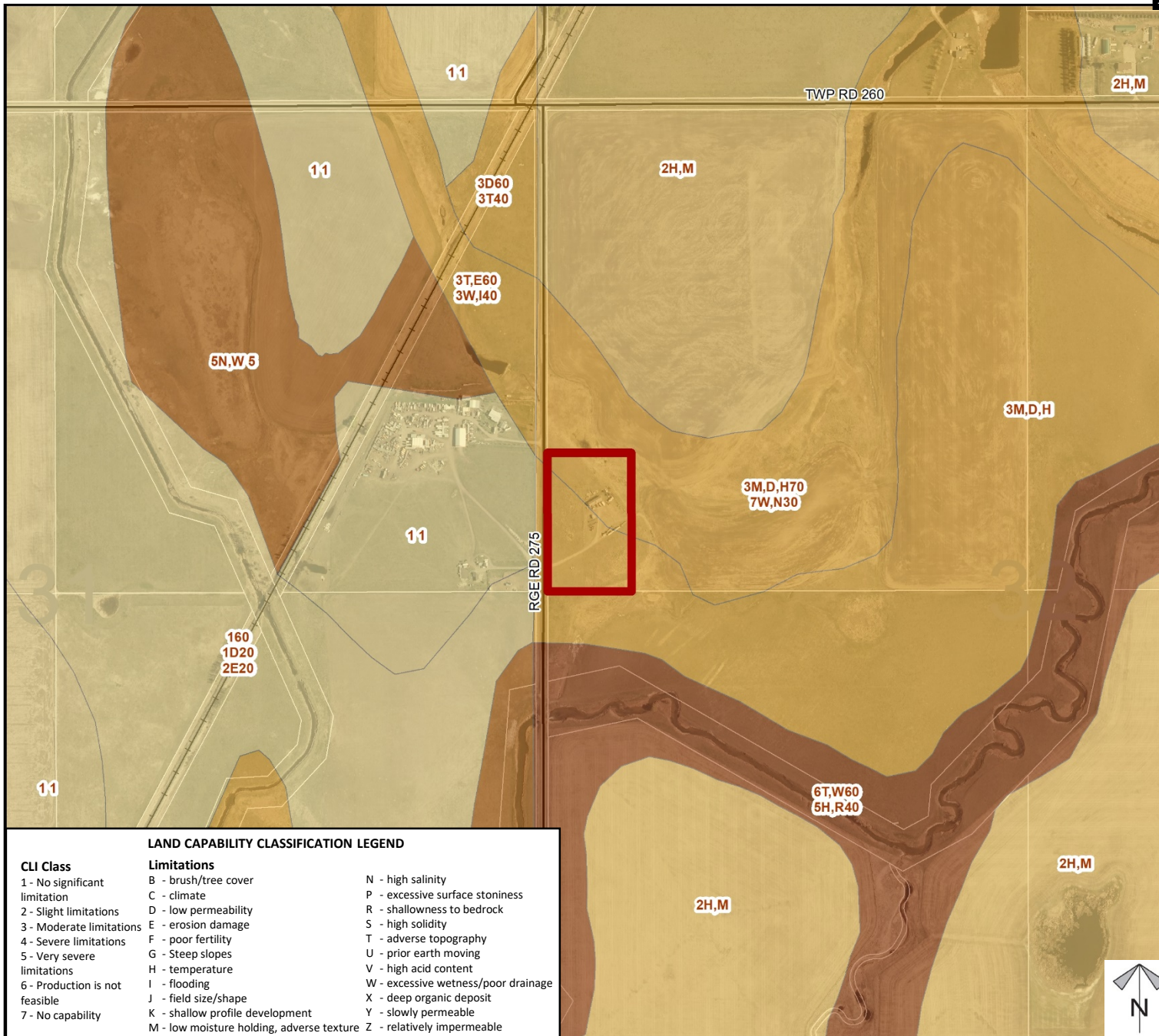
Division: 5
 Roll: 05232003
 File: PL20200044
 Printed: April 7, 2020
 Leg 54 of 21684M
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Soil Classifications

Development Proposal

To redesignate the subject lands from Agricultural, General District (A-GEN) to Business, Live-Work District (B-LWK), in order to facilitate the operation of a trucking business.



Landowner Circulation Area

Development Proposal

To redesignate the subject lands from Agricultural, General District (A-GEN) to Business, Live-Work District (B-LWK), in order to facilitate the operation of a trucking business.

Legend

Support

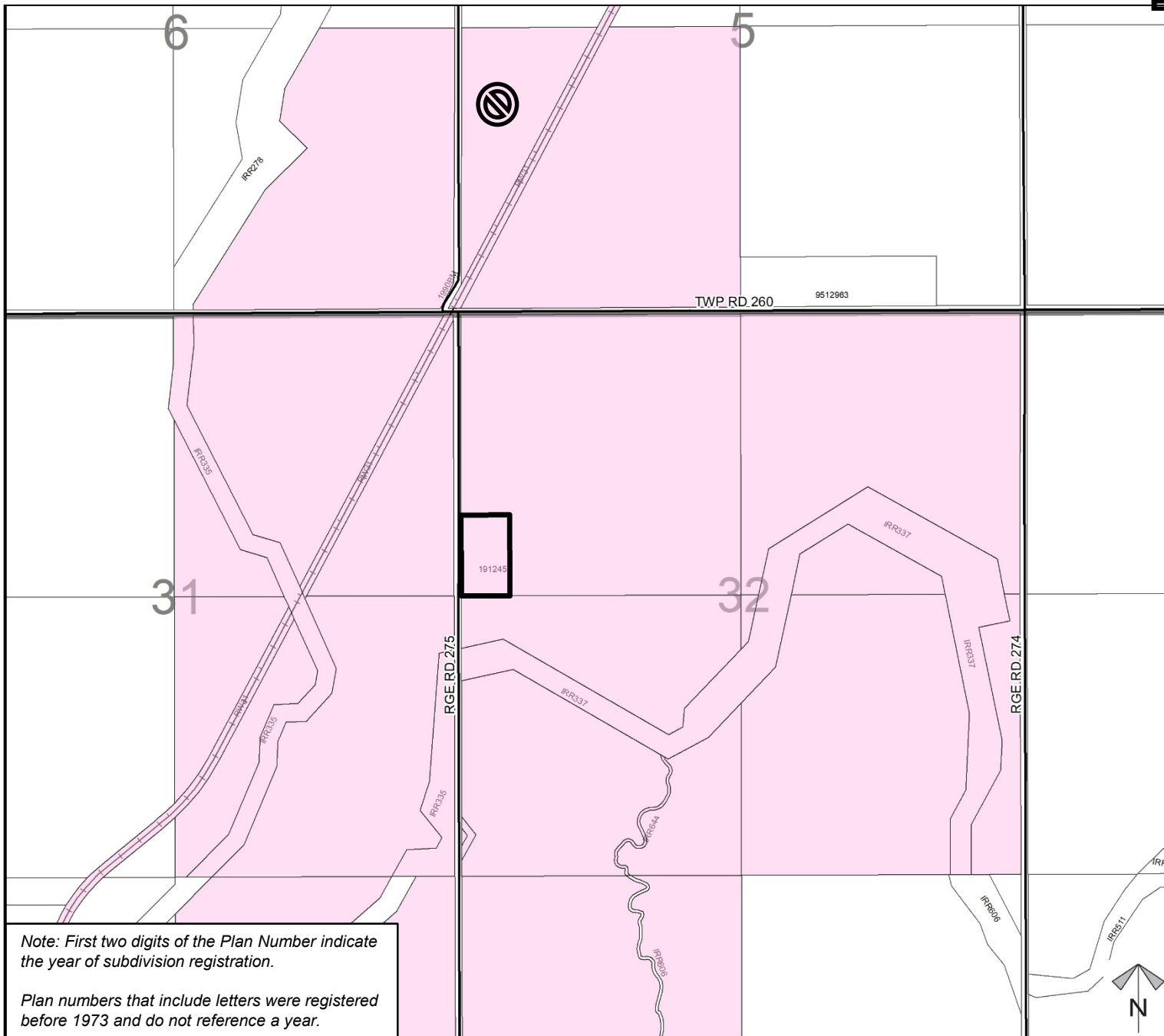


Opposition



Note: First two digits of the Plan Number indicate the year of subdivision registration.

Plan numbers that include letters were registered before 1973 and do not reference a year.



Division: 5
 Roll: 05232003
 File: PL20200044
 Printed: April 7, 2020
 Page 56 of 2168
 Legend 56 of 2168

Schedule 'A'

Bylaw C-8046-2020

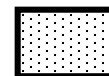
Amendment

FROM

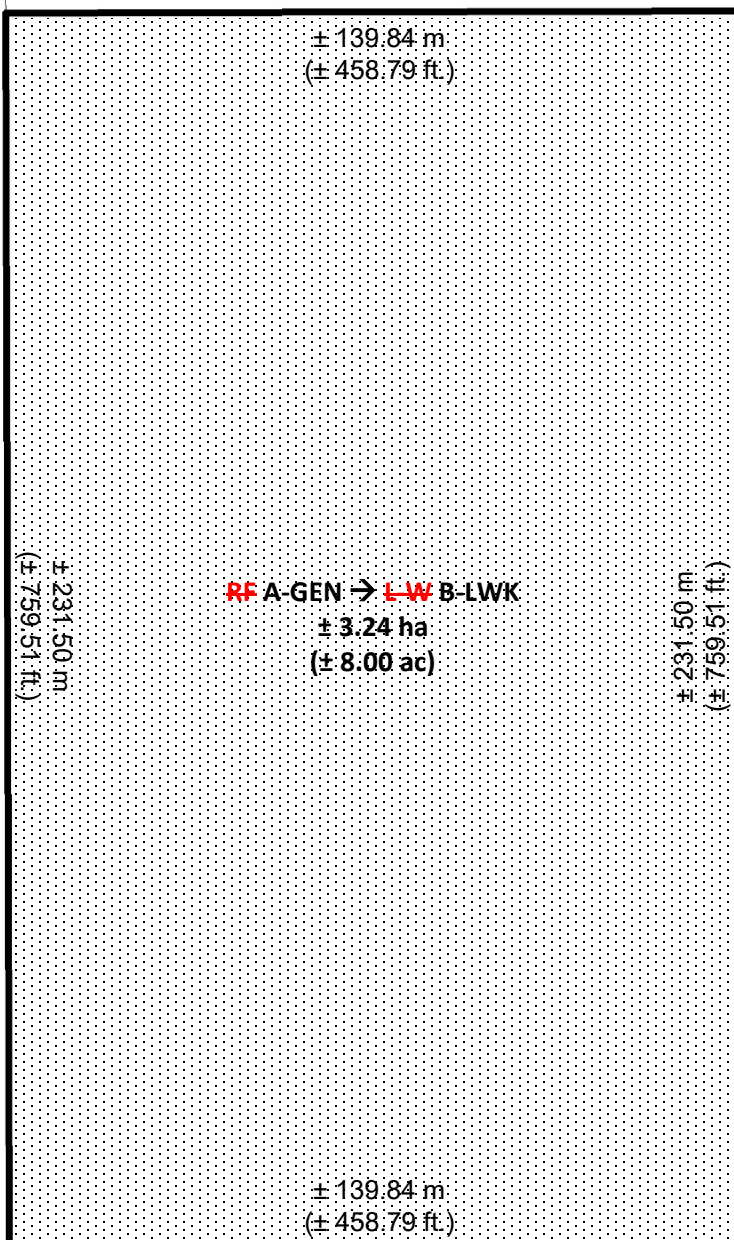
~~Ranch and Farm District~~
 Agricultural General District

TO

~~Live-Work District~~
 Business, Live-work
 District



RGE RD 275



Althea Panaguiton

From: [REDACTED]
Sent:
To: Althea Panaguiton
Subject: [EXTERNAL] - 05232003

Do not open links or attachments unless sender and content are known.

Attention planning Service department.

I have a few concerns with this application.

First one is that road is never in good shape with car traffic on it let alone truck traffic.

Secondly I thought this was an agricultural area and not a industrial area.

3rd the place is very messy at the moment when he's not actually out there and I can only see it getting worse.

fourth from people I have talked to it is that this company does not necessarily like to follow the rules. I don't know if this is true but something that should be looked into

Thanks

Jack Merritt

Sent from my Samsung Galaxy smartphone.



RECREATION, PARKS, AND COMMUNITY SUPPORT

TO:	Council	DIVISION:	All
DATE:	November 24, 2020	APPLICATION:	N/A
FILE:	N/A		
SUBJECT:	Reserves Termination Agreement		

POLICY DIRECTION:

In accordance with Section 670.1 of the Municipal Government Act (MGA), municipalities must establish joint use and planning agreements with school authorities operating within the County's boundaries. The directive from Council at the October 22, 2019, meeting was to terminate the 1998 Reserves Agreement with the Board of Trustees of Rocky View School Division No. 41 (Rocky View Schools) and the Board of Trustees of the Calgary Roman Catholic Separate School District No.1 (Calgary Catholic Schools) by providing the required 12-month written notice. The 1998 agreement terminates December 1, 2020.

EXECUTIVE SUMMARY:

Administration has prepared a brief report to provide Council with both a summary of the history since the motion of Council and suggested outcomes in the development of a new agreement. In review of the MGA, the Act was amended in June of this year, making it mandatory that joint use and planning agreements between municipalities and school boards be in place by June 2023.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with of Option #1.

BACKGROUND:

In response to Council's directive of October 22, 2019, Administration formally notified the Board of Trustees of Rocky View School and the Board of Trustees of the Calgary Roman Catholic Separate School, that the 1998 reserves agreement would terminate effective December 1, 2020.

In September of this year, Administration received a written request from Rocky View Schools to release School Reserve funds as per Article 4.1.4 in the 1998 Reserves agreement, and to request that meetings be scheduled to discuss a new agreement. Administration sought advice and confirmed the County was required to release the funds to both school authorities. As of October 21, 2020, funds held within the School Reserves total \$3,220,974, with \$152,729 of the total funds committed to Council-approved projects.

The legal opinion also recommended that a Termination Agreement be prepared to provide certain acknowledgements, assurances, and a mutual conclusion for both parties. The proposed agreement, included as Attachment "A", identifies the following conditions:

1. Timeline for the release of funds;
2. Criteria in reference to the use of the committed and uncommitted funds;
3. How funds are to be allocated for disposal of any municipal reserves until a new agreement is approved; and
4. Until a new agreement is in place, and as per the Municipal Government Act, authority to consider all matters pertaining to funding associated with school boards through reserve dedication will default to the subdivision authority.

Administration Resources

Dari Lang, Community Project Coordinator



ROCKY VIEW COUNTY

In preparation for a new Reserves Agreement, Administration reached out to eight other municipalities to inquire on the status and details of their reserve agreements. All but one municipality contacted were either currently in the process of developing new agreements or have identified the need for new agreements in the next 12 to 24 months. Only the City of Airdrie had recently approved a new agreement.

Based on research, the most common trends noted below will be considered in the drafting of a new agreement:

- Standard agreement term is five years.
- Municipal/School reserves, which are jointly owned by the municipality and school authority, are only taken at subdivision stage if the municipality has a defined, long-term plan for the use of the joint lands. In most cases, municipalities keep land ownership separate from school authorities.
- Municipal reserves, which are owned by the municipality, are under sole control of that municipality.
- School reserves are owned by the specific school authority.

Administration has begun the drafting of a framework for a new agreement that supports cooperative planning, equitable partnerships, and clearly defined roles and responsibilities. Administration is looking for direction from Council on how to proceed. Administration recommends that we initiate discussions with the school authorities and report back to Council on our progress in the second quarter of 2021.

BUDGET IMPLICATIONS:

There are no known budget implications.

OPTIONS:

- | | | |
|------------|---|--|
| Option #1: | Motion #1 | THAT the Reserves Termination Agreement between Rocky View County, the Board of Trustees of Rocky View School Division No. 41 and the Board of Trustees of the Calgary Roman Catholic Separate School District No.1 be approved; |
| | Motion #2 | THAT Administration be directed to release the School Reserve Funds to the Board of Trustees of Rocky View School Division No. 41 and the Board of Trustees of the Calgary Roman Catholic Separate School District No.1; |
| | Motion #3 | THAT Administration be authorized to work with the school authorities in the development of a new agreement and provide an update to Council in the third quarter of 2021. |
| Option #2: | THAT alternative direction be provided. | |



ROCKY VIEW COUNTY

Respectfully submitted,

“Theresa Cochran”

Executive Director
Community Development Services

TC/dl

Concurrence,

“Al Hoggan”

Chief Administrative Officer

ATTACHMENTS:

ATTACHMENT ‘A’: Termination Agreement

THIS AGREEMENT dated the ____ day of _____, 2020.

BETWEEN:

ROCKY VIEW COUNTY
(referred to as the "**County**")

- and -

THE BOARD OF TRUSTEES OF THE ROCKY VIEW SCHOOL DIVISION NO. 41
(referred to as "**RVS**")

- and -

THE BOARD OF TRUSTEES OF THE CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 1
(referred to as the "**Calgary Separate School Authority**")

TERMINATION AGREEMENT

WHEREAS:

- A.** The County, RVS and the Calgary Separate School Authority entered into a Reserves Agreement dated April 13, 1998 (the "**Reserves Agreement**") respecting the allocation and use of Reserve Lands and Cash-in-Lieu Monies received in place thereof for the purposes of Section 670 of the *Municipal Government Act*;
- B.** Pursuant to the terms of the Reserves Agreement, each School Authority's proportionate share of the Cash-in-Lieu Monies collected and calculated in accordance with the Reserves Agreement was to be paid into a School Reserve Fund for each School Authority and the County was appointed to manage both School Reserve Funds during the Term of the Reserves Agreement; and
- C.** Rocky View County Council passed a resolution on October 31, 2019 to terminate the Reserves Agreement effective December 1, 2020 (the "**Termination Date**").

NOW THEREFORE in consideration of the terms of this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. TERMINATION

Subject always to the terms and conditions contained within this Agreement, the Reserves Agreement shall terminate in full on the Termination Date.

2. AMOUNTS PAYABLE TO RVS

- (a) On the Termination Date, the County will pay to RVS the following amounts:
- (i) that portion of the RVS School Reserve Fund not already allocated to an RVS project as at the Termination Date, which for greater certainty is agreed to be \$2,187,233.93; and
 - (ii) that portion of the RVS School Reserve Fund previously allocated to RVS projects as at the Termination Date, which for greater certainty is agreed to be \$152,728.90 (the "**Committed RVS Funds**").
- (b) Notwithstanding the termination of the Reserves Agreement, RVS endeavors to continue to use the Committed RVS Funds for school projects which benefit students that reside within the County.

3. AMOUNT PAYABLE TO THE CALGARY SEPARATE SCHOOL AUTHORITY

On the Termination Date, the County will pay to the Calgary Separate School Authority the amount of the Calgary Separate School Authority School Reserve Fund as at the Termination Date, which for greater certainty is agreed to be \$881,011.00.

4. REPRESENTATIONS AND WARRANTIES

Each Party hereto represents and warrants to the others that:

- (a) It is a body corporate, duly organized, validly existing and in good standing under the laws of the Province of its incorporation and has the full right, capacity, power and authority to execute and deliver this Termination Agreement and all other agreements, documents and instruments relating thereto to be entered into by it, and to perform its obligations thereunder and, subject to the exercise of judicial discretion inherent in the courts in Alberta, general principles of equity and laws and this Termination Agreement is enforceable against it in accordance with its terms.
- (b) The execution and the delivery of this Termination Agreement, and the consummation of the transactions contemplated hereby do not and will not (i) violate or conflict in any way with any applicable law applying to it, (ii) violate or conflict in any way with any judgment, order, decree, stipulation, injunction, charge or other restriction of any Governmental Authority to which it is subject or any provision of its organizational documents, or (iii) conflict with, result in a breach of, constitute a default under (with or without notice or lapse of time, or both), result in the acceleration of, create in any party the right to accelerate, terminate, modify or cancel, or require any notice under, any contract to which it is a party or by which it is bound or to which any of its assets is subject.
- (c) No authorization, consent, approval or other order of, declaration to, or filing with, any Governmental Authority by or on behalf of it is required for or in connection with the authorization, execution, delivery and performance by it of its obligations under this Termination Agreement and any related agreements, documents and instruments.

- (d) There is no legal, administrative, arbitral, investigatory or other proceeding or controversy pending or, to its knowledge, threatened against it which (a) if determined adversely would reasonably be expected to have a material adverse effect on its ability to perform its obligations under this Termination Agreement, or (b) seeks to enjoin the consummation of any of the transactions contemplated hereby.

5. MANAGEMENT OF RESERVE LANDS AND CASH-IN-LIEU MONIES PRIOR TO TERMINATION

Until the Termination Date, each Party will conduct itself in relation to the Reserves Agreement in the ordinary course consistent with past practice, including without limitation, that:

- (a) the County will remain responsible for management of the School Reserve Funds;
- (b) the allocation of any Cash-in-Lieu Monies paid pursuant to Section 670 of the *Municipal Government Act* prior to the Termination Date shall be calculated in accordance with the terms of the Reserves Agreement;
- (c) use of School Reserve funds shall be in accordance with the terms of the Reserves Agreement; and
- (d) maintenance responsibilities under Section 3.5 of the Reserves Agreement shall continue to apply.

6. NO FURTHER OBLIGATIONS AND RELEASE

- (a) No Further Obligations. The Parties acknowledge and confirm that as at the Termination Date, the Parties shall have no further obligations to each other under the Reserves Agreement.
- (b) Release. Each School Authority for itself and its respective successors and permitted assigns (collectively, "Releasor"), hereby forever releases, remises, and discharges the County and its councillors, directors, officers, employees, agents and representatives and their respective successors, legal representatives and assigns (collectively, "Released Parties") of and from all claims whatsoever which the Releasor had, now has or hereafter can or may have against the Released Parties for or by reason of or in any way arising out of any cause, matter or thing whatsoever existing up to the present time, whether pursuant to statute, tort, contract, common law, equity or otherwise, and, in particular, without in any way limiting the generality of the foregoing, any claims for or by reason of or in any way arising out of or under the Reserves Agreement and this Termination Agreement.

7. INTERPRETATION AND GENERAL

- (a) Capitalized terms not otherwise defined in this Agreement have the meaning given to those terms in the Reserves Agreement.
- (b) All amounts payable hereunder are expressed in Canadian dollars, and all references to dollars (or the symbol " \$") herein are deemed to refer to Canadian dollars.

- (c) This Agreement constitutes the entire agreement between the Parties and supersedes any prior understandings, agreements, or representations by or between the Parties, written or oral, that may have related in any way to the subject matter hereof.
- (d) This Agreement is binding upon and will enure to the benefit of the Parties and their respective successors and permitted assigns.
- (e) This Agreement shall be interpreted according to its fair construction and shall not be construed as against any party hereto in the event of ambiguity.
- (f) This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together constitute one and the same Agreement. It is the express intent of the Parties hereto to be bound by the exchange of signatures on this Agreement via facsimile or electronic mail via the portable document format (PDF).

IN WITNESS WHEREOF the Parties have executed this Agreement on the execution date noted first above.

ROCKY VIEW COUNTY

Per: _____
Name and Title: _____

**THE BOARD OF TRUSTEES OF THE ROCKY
VIEW SCHOOL DIVISION No. 41**

Per: _____
Name and Title: _____

**THE BOARD OF TRUSTEES OF THE CALGARY
ROMAN CATHOLIC SEPARATE SCHOOL
DISTRICT No. 1**

Per: _____
Name and Title: _____



TRANSPORTATION SERVICES

TO: Council

DATE: November 24, 2020 **DIVISION:** All

FILE: 1025-450 **APPLICATION:** N/A

SUBJECT: Municipal Stimulus Program Funding- Proposed Pathway Projects

EXECUTIVE SUMMARY:

At the September 1, 2020 Council meeting, Council approved a budget adjustment of \$4,684,300 to accommodate anticipated funding from the Government of Alberta's Municipal Stimulus Program (MSP). Administration has identified a number of eligible projects for the MSP funding, including \$1,800,000 for pathway projects.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

BACKGROUND:

The Government of Alberta recently announced a capital infrastructure funding program for Municipalities, the MSP, with the primary objective of sustaining and creating local jobs, enhancing provincial competitiveness and productivity, positioning communities to participate in future economic growth, and reducing municipal red tape to promote job-creating private sector investment.

Rocky View County has been allocated MSP grant funding of \$4,684,300. This funding provides Rocky View County the opportunity to construct infrastructure that previously had no funding source.

Of the \$4,684,300 total funding, Administration is recommending \$1,800,000 be allocated toward pathway projects. The proposed pathway projects will encourage, healthy, active living for all County residents and address preliminary recommendations from the Recreation Master Plan which suggests investment should be made into lifecycle maintenance on County owned pathways and trails.

Pathway Projects

1. Langdon Park Pathway: replacement of the existing pathway in the County owned Langdon Park. Removal of the existing, aged pathway infrastructure and replacement with a new asphalt pathway will improve public safety. (Estimated Project Cost: \$360,000)
2. Elbow Valley Pathway: replacement of the Regional Pathway along Lott Creek Drive between Lott Creek Boulevard and Range Road 31, south of Highway 8 in Elbow Valley. The existing infrastructure has exceeded its life expectancy; replacement is required to improve public safety. (Estimated Project Cost: \$425,000)
3. Dewitt's Pond: This popular trail on a County owned parcel west of the City of Airdrie is used for recreation and access to a fish-stocked water body owned by the Government of Alberta. The existing trail has exceeded its life expectancy and is due for replacement. Replacement of the trail will improve public safety. (Estimated Project Cost: \$75,000)

Administration Resources

Iain Smith, Transportation Services



4. Anderson Avenue NE and Douglas Avenue NE, Langdon: Anderson and Douglas Avenues NE are used by cyclists and pedestrians to travel to school and Langdon Park. Installation of signage and shared lane pavement markings will help to safely convey pedestrians and cyclists. (Estimated Project Cost: \$9,000)
5. 4th Street NE, Langdon: This section of 4th Street NE, from Sarah Thompson School south to Douglas Avenue NE is used by pedestrians and cyclists to travel to school and Langdon Park. An extension of the existing sidewalk and the installation of a crosswalk on 4th Street NE will help to safely convey pedestrians and cyclists. (Estimated Project Cost: \$25,000)
6. Calling Horse Estates Trail: The existing aggregate trail on a County owned Municipal Reserve in the community of Calling Horse in Springbank has become overgrown. A rehabilitation of the trail will provide users a delineated route to safely navigate this popular recreation area. (Estimated Project Cost: \$36,000)
7. Monterra Estates Pathway*: replacement of portions of the local pathway within the Monterra Estates community, in Cochrane Lakes. The existing infrastructure has exceeded its life expectancy; replacement is required to improve public safety. (Estimated Project Cost: \$220,000)
8. Banded Peak Trail, Bragg Creek: Upgrade the existing trail, which runs parallel to Highway 22 from the Bragg Creek Community Centre to the Banded Peak School from aggregate to asphalt pathway. This trail is commonly used by students travelling between the Hamlet and the school. (Estimated Project Cost: \$450,000)
9. West Bragg Creek Trail, Bragg Creek: Formalize the existing informal trail to asphalt pathway between Balsam Avenue and Bracken Road. This pathway will formally connect the Hamlet of Bragg Creek to the existing Great Trail along West Bragg Creek Road operated by the Greater Bragg Creek Trails Association. (Estimated Project Cost: \$200,000)

*The Monterra Estates pathway project was not included in the MSP application. Although application guidelines indicate no change in scope will be permitted, Municipal Affairs did not anticipate an issue; when the County reports the Statement of Funding Expenditures, only one line will be required for all pathway projects. The risk of including the Monterra Estate pathway project is therefore considered low.

BUDGET IMPLICATIONS:

Increased MSP grant revenue allocated for nine pathway projects (\$1,800,000.00) with zero cost to Rocky View County.

OPTIONS:

- Option #1: THAT this report be received as information.
- Option #2: THAT alternative direction be provided.



Respectfully submitted,

"Byron Riemann"

Executive Director
Operations Division

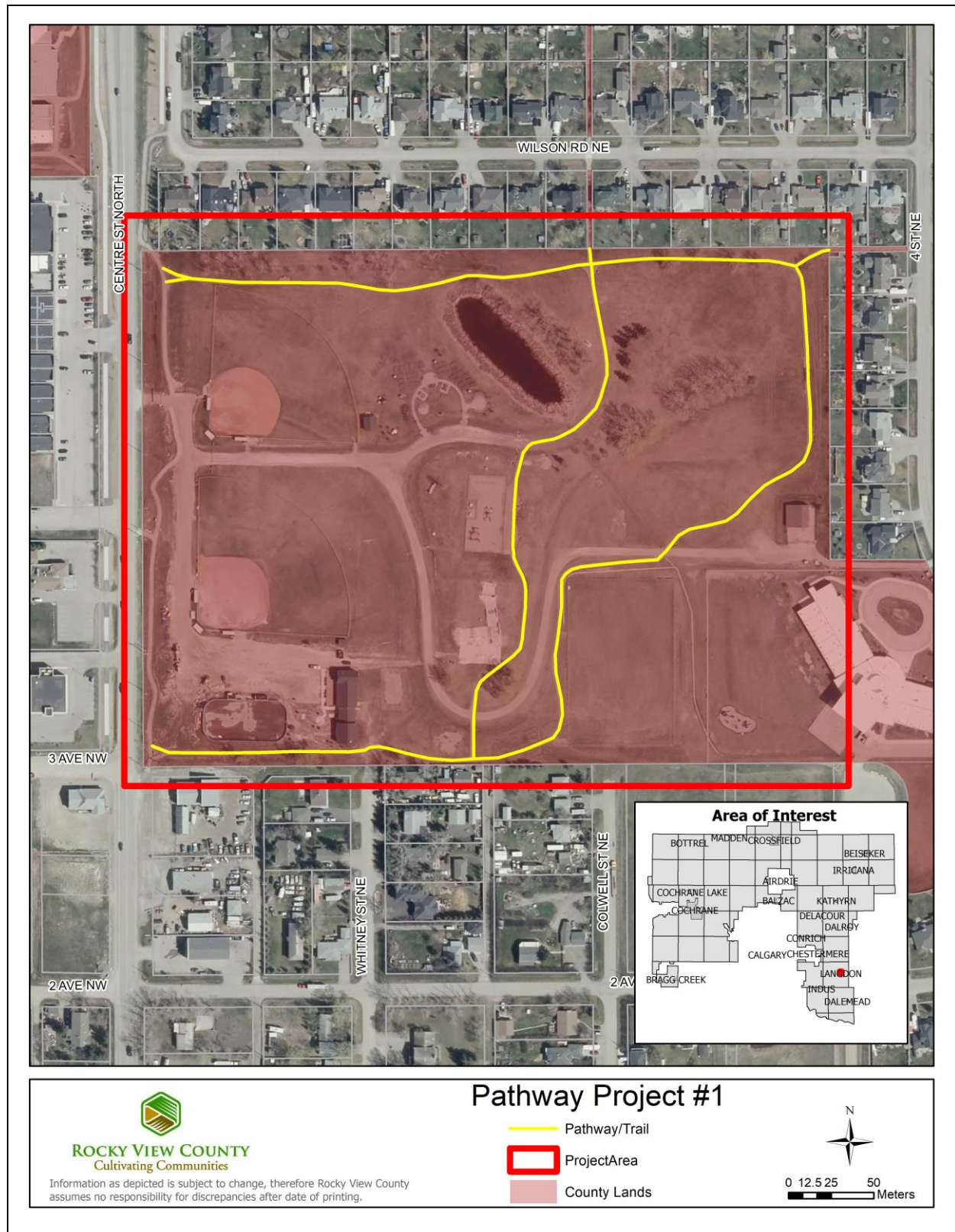
Concurrence,

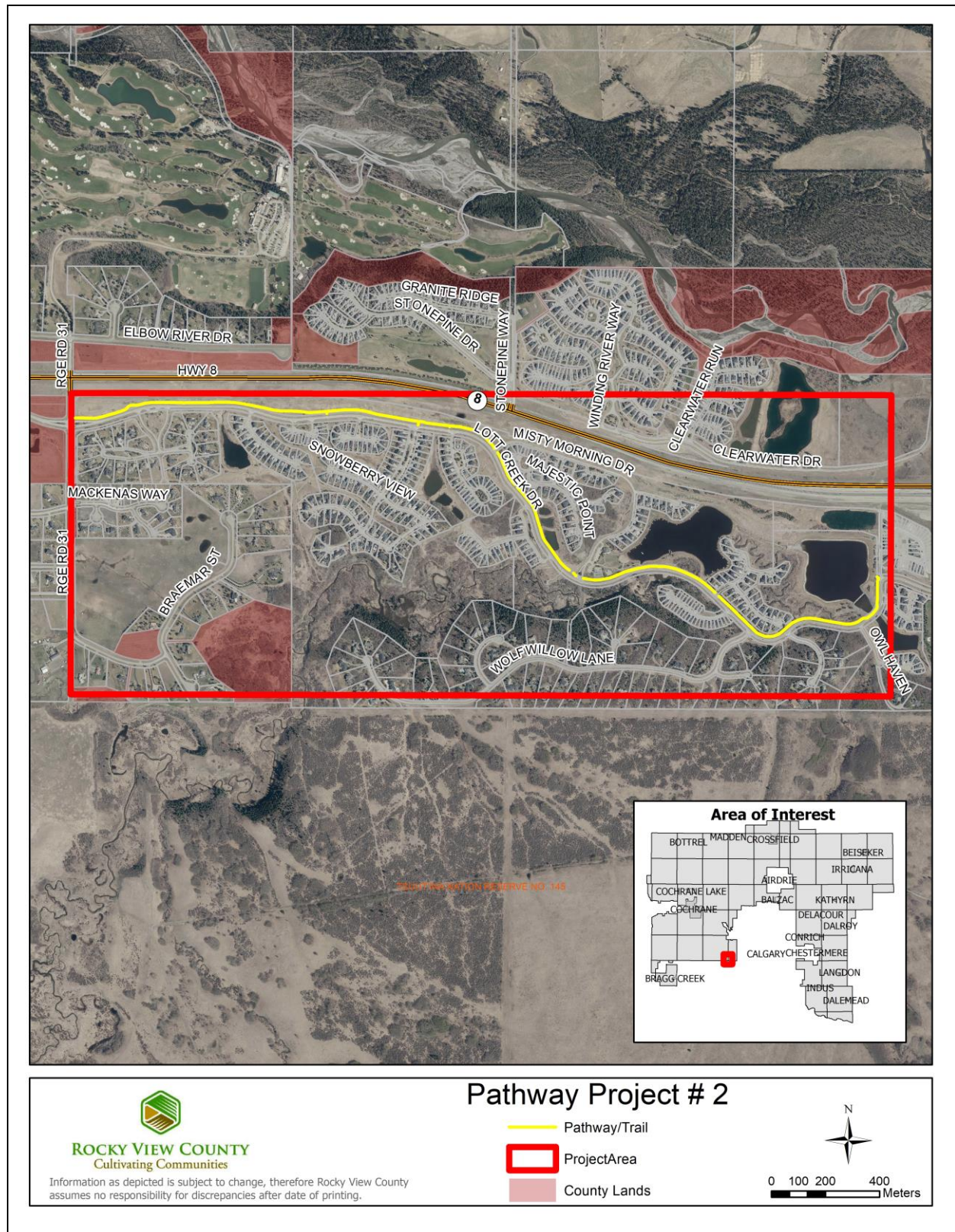
"Al Hoggan"

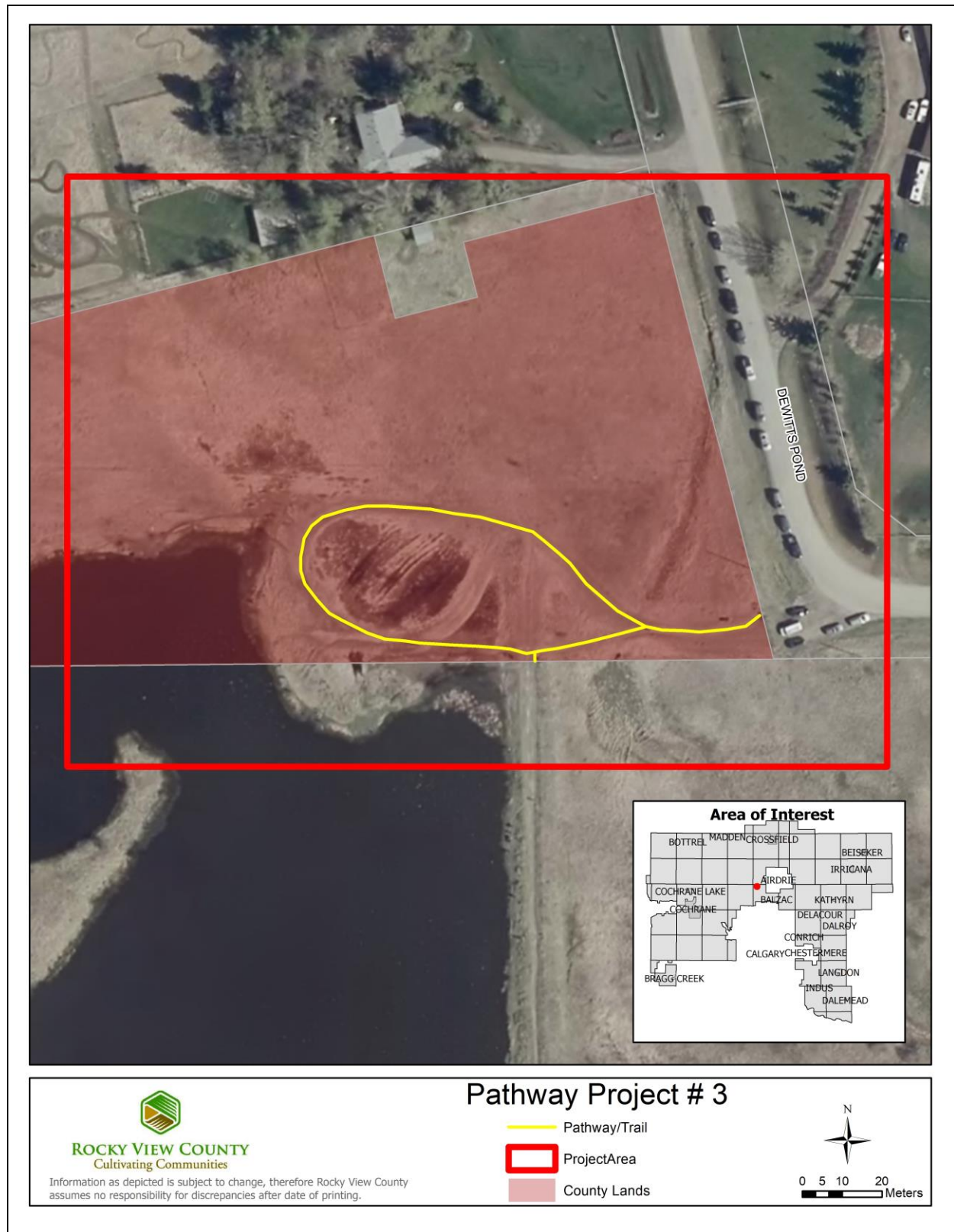
Chief Administrative Officer

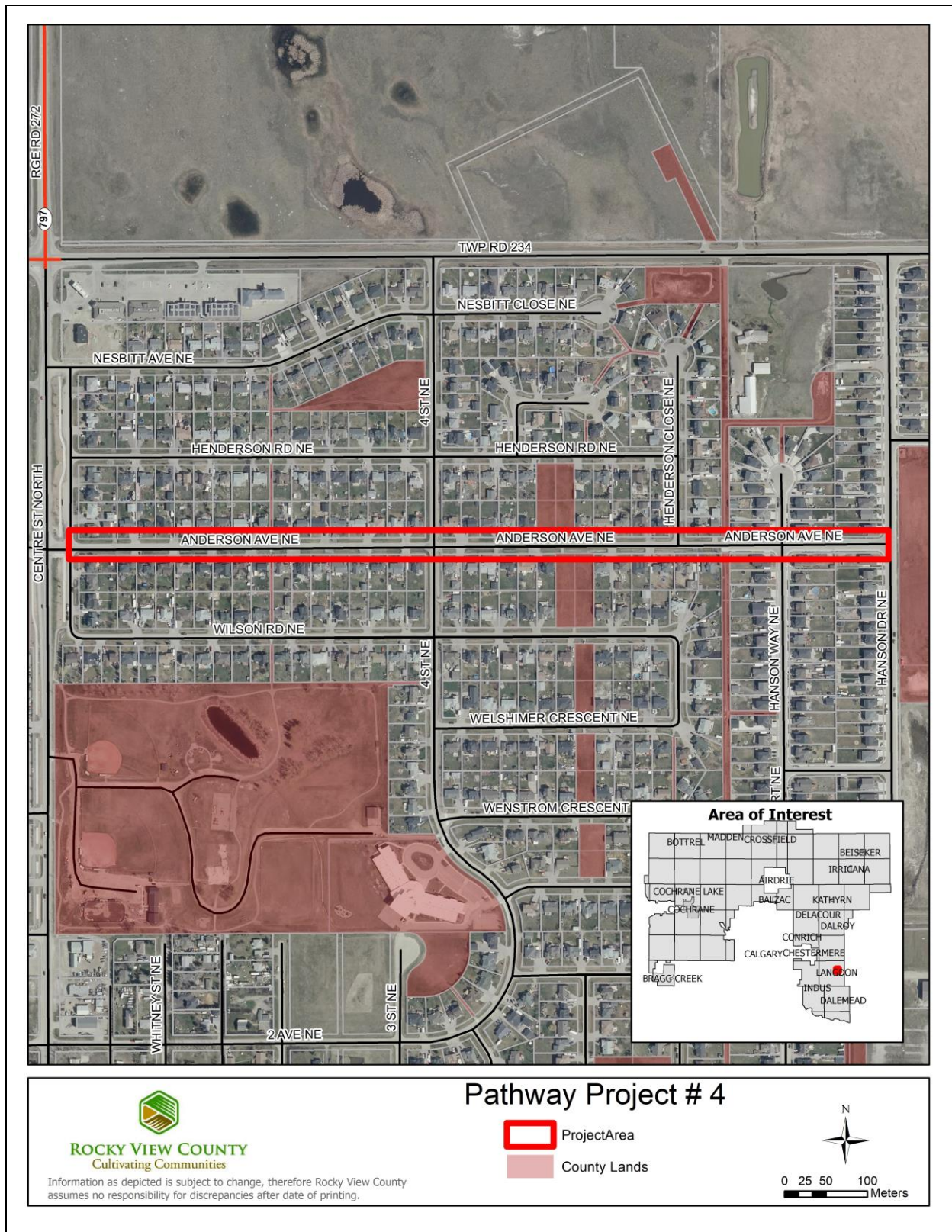
ATTACHMENTS

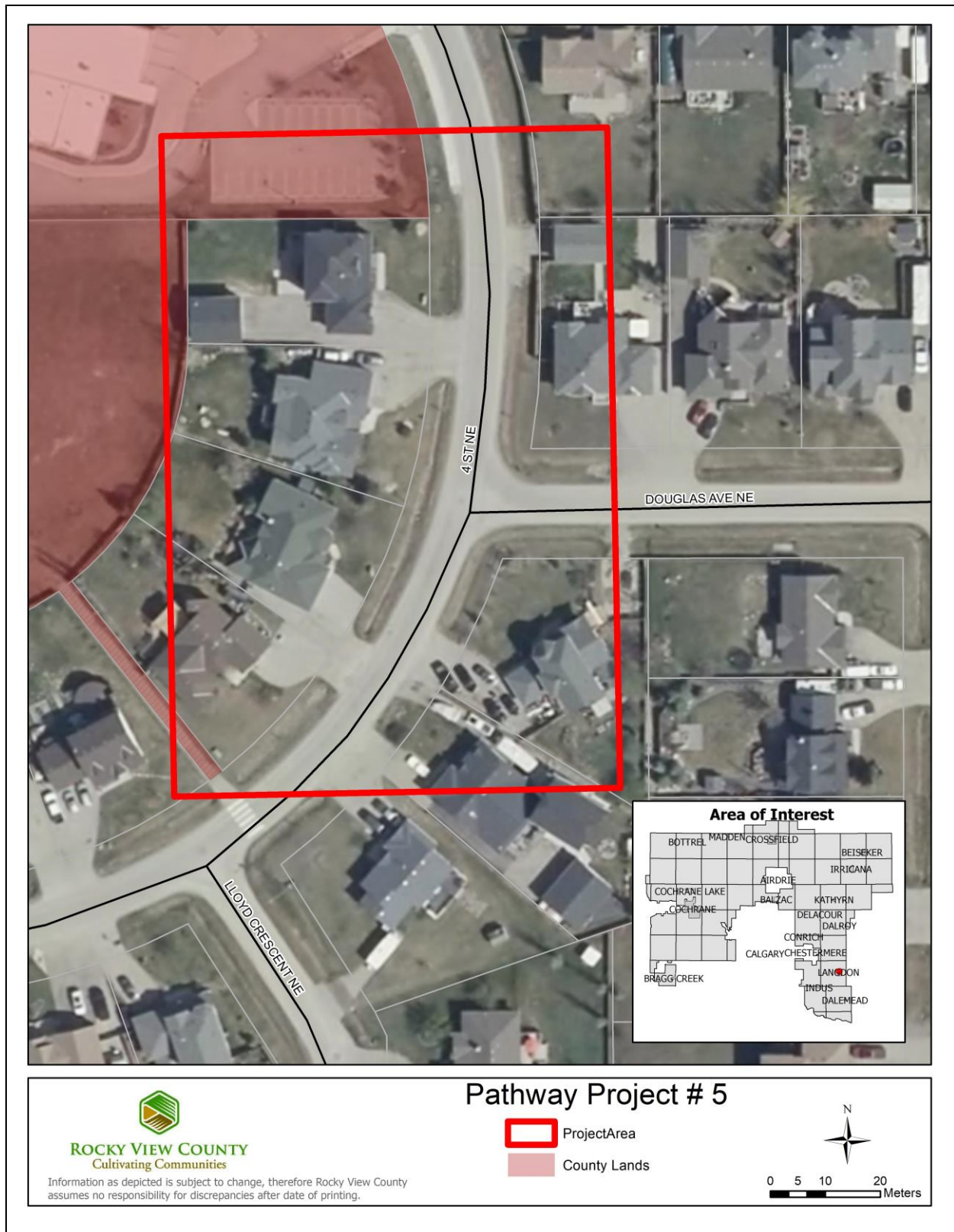
ATTACHMENT 'A' – Proposed Pathway Project Maps

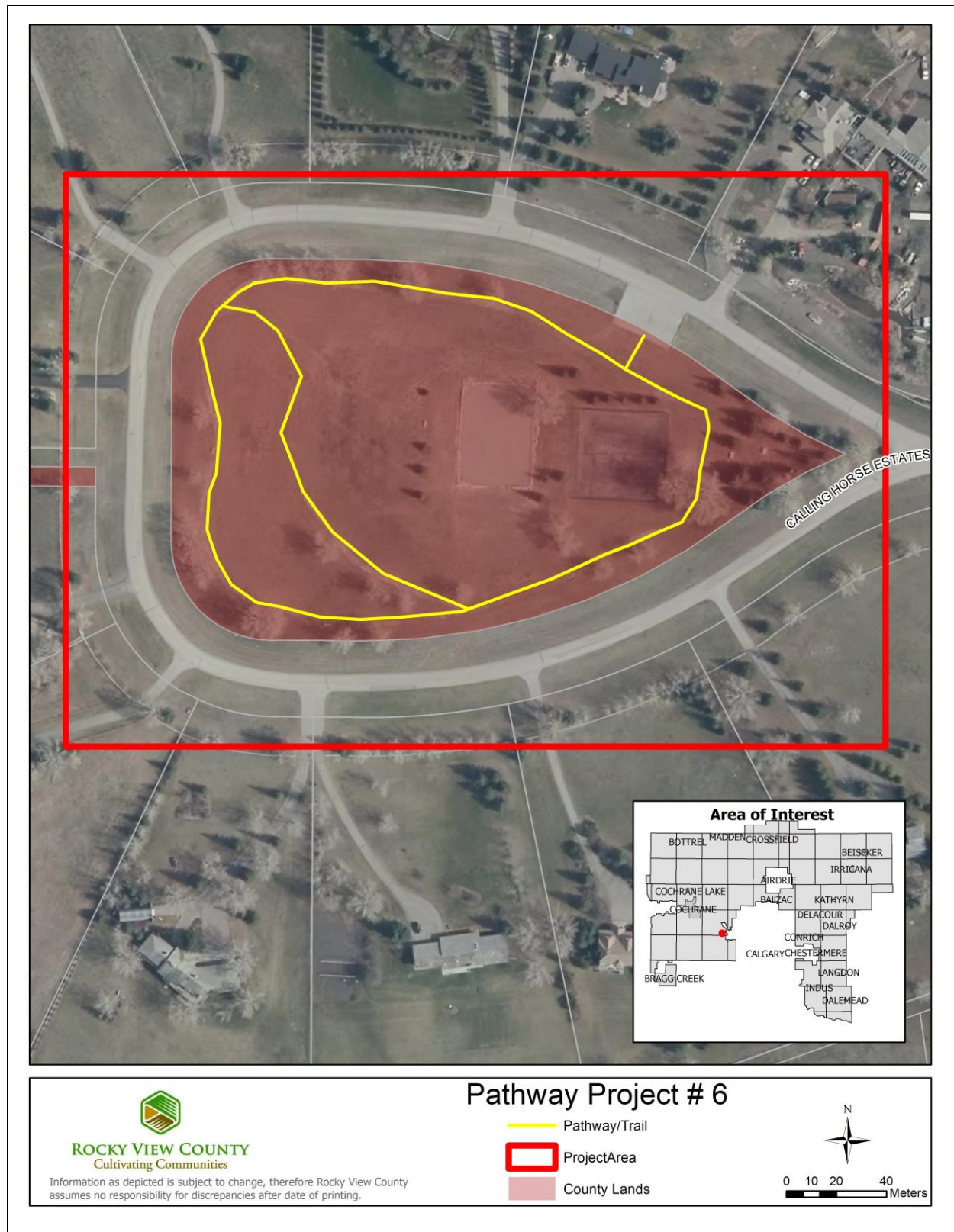


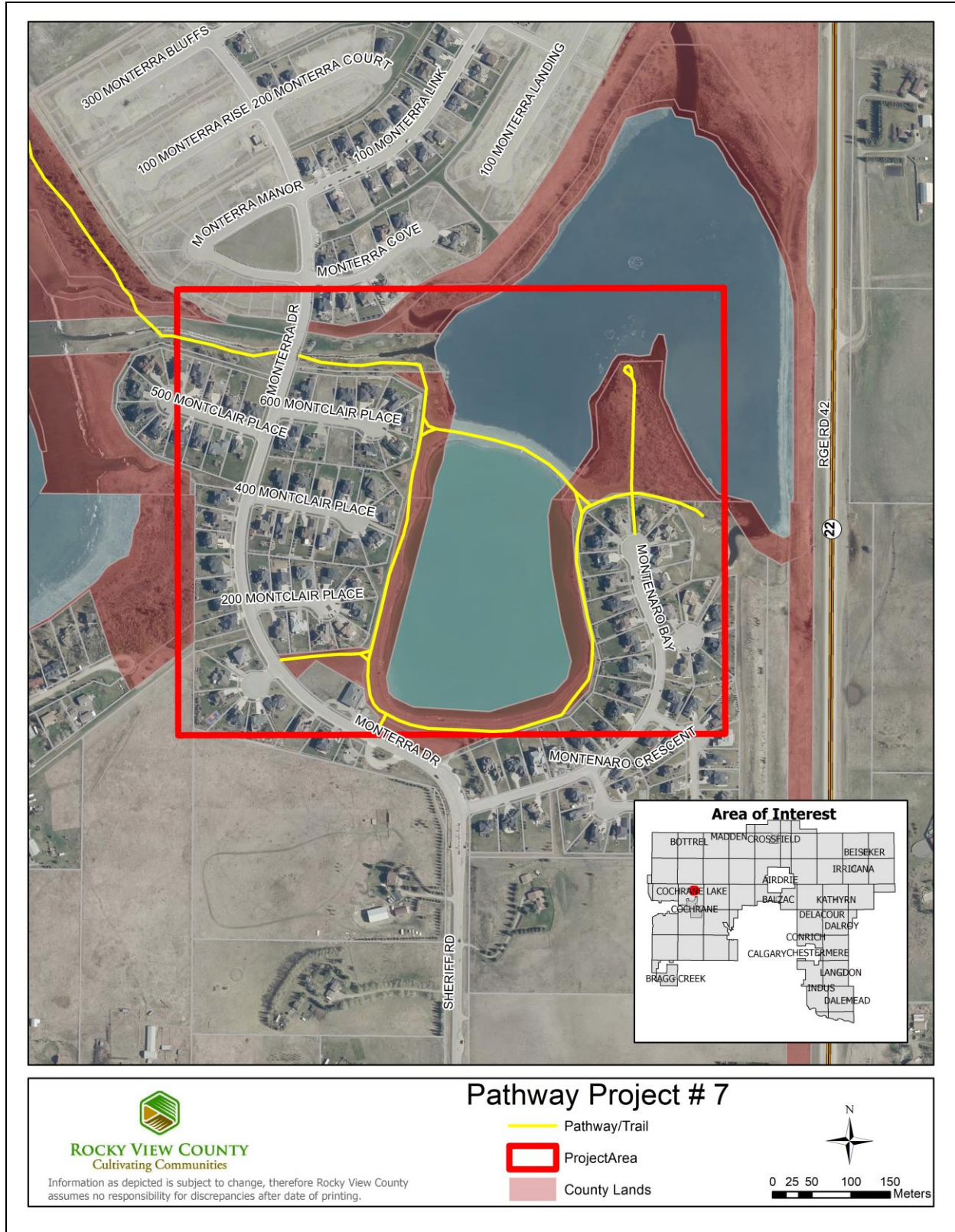


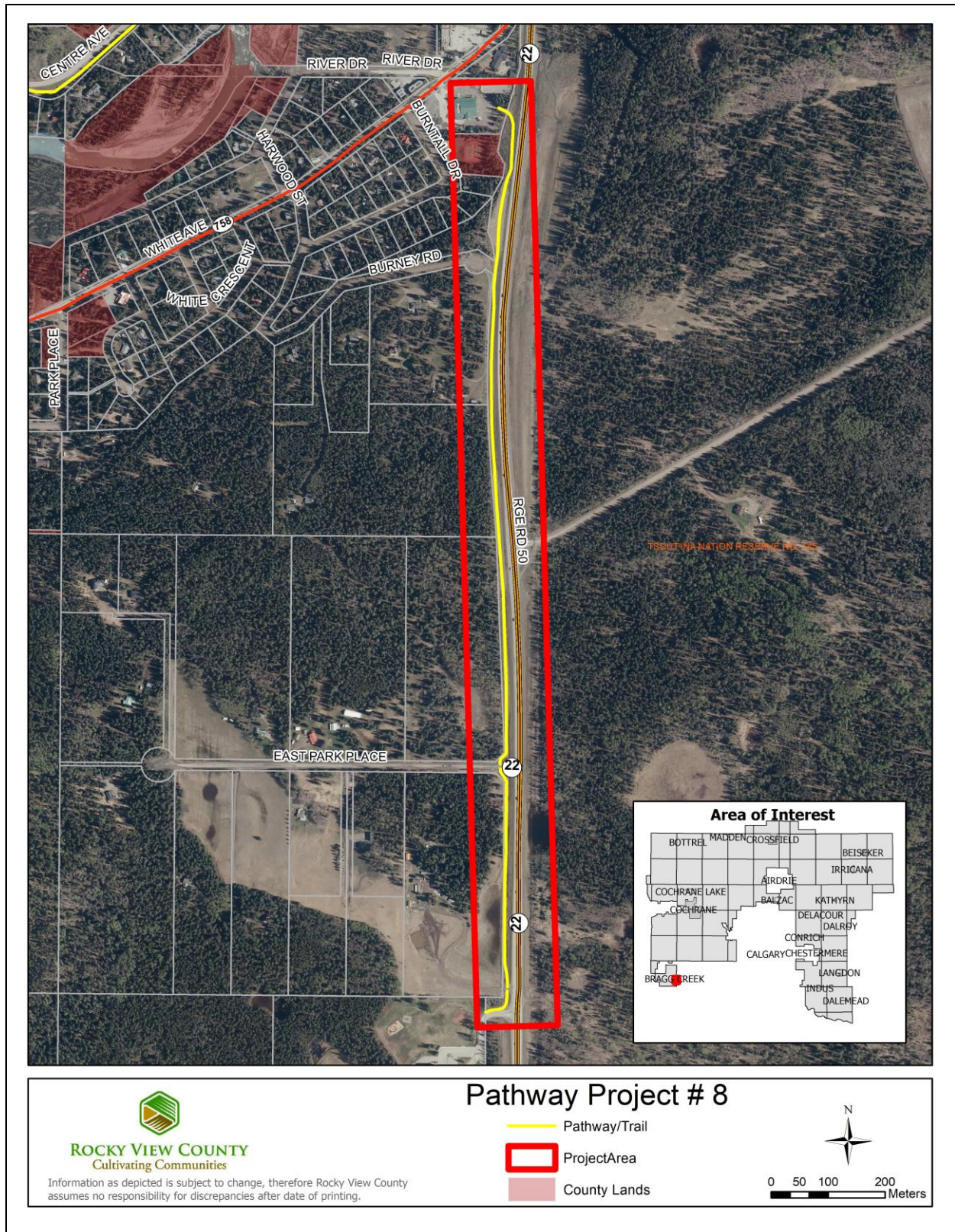
















FINANCIAL SERVICES

TO:	Council	
DATE:	November 24, 2020	DIVISION: 3
FILE:	04702053	APPLICATION: N/A
SUBJECT:	Late Tax Payment Penalty Cancellation Request	

POLICY DIRECTION:

This request was evaluated in accordance with the Late Tax Payment Penalty Cancellation Policy C-204, which establishes a uniform and consistent approach for Council to address late tax payment cancellation requests in Rocky View County (the County).

EXECUTIVE SUMMARY:

This request was brought forward for Council's consideration on November 10, 2020, at which time it was tabled until November 24, 2020.

On September 28, 2020, Administration received a request from the owner of roll 04702053 regarding late payment penalty cancellation in the amount of \$603.00.

The rate payer had confused the County's August 31, 2020, tax due date with the City of Calgary's due date of September 30, 2020. The County has not received payment for the property taxes.

This request is not in compliance with the criteria in Policy C-204 (see Attachment 'B'); Administration therefore recommends that the request be denied.

ADMINISTRATION RECOMMENDATION:

Administration recommends the request be denied in accordance with Option #1.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

Option #1: THAT the request for late tax penalty cancellation in the amount of \$603.00 be denied.

Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Kent Robinson"

"Al Hoggan"

Executive Director
Corporate Services

Chief Administrative Officer

Administration Resources
Barry Woods, Manager Financial Services



BW/aw

ATTACHMENTS:

ATTACHMENT 'A': Request Letter 04702053

ATTACHMENT 'B': Policy C-204

Adrienne Wilson

From: Donald Arsenault
Sent: Monday, September 28, 2020 10:55 AM
To: Lois Stark; Adrienne Wilson; Barry Woods
Subject: FW: [EXTERNAL] - Property tax penalty appeal 2019

Sounds like a tax issue.

Thanks

DON ARSENAULT AMAA
Team Lead Valuation | Assessment Services

ROCKY VIEW COUNTY
262075 Rocky View Point | Rocky View County | AB | T4A 0X2
Phone: 403-520-3982
DArsenault@rockyview.ca | www.rockyview.ca

This e-mail, including any attachments, may contain information that is privileged and confidential. If you are not the intended recipient, any dissemination, distribution or copying of this information is prohibited and unlawful. If you received this communication in error, please reply immediately to let me know and then delete this e-mail. Thank you.

-----Original Message-----

From: [REDACTED]
Sent: September 28, 2020 10:26 AM
To: Rocky View County Assessment Section <PAssessment@rockyview.ca>
Subject: [EXTERNAL] - Property tax penalty appeal 2019

Do not open links or attachments unless sender and content are known.

Re: Roll 04702053

To whom it may concern,

Please consider this email as an appeal to the property tax penalty of \$600 that has been added to my total. We were grateful for the opportunity to extend the deadline for tax payment due to challenges we were facing due to the COVID 19 Pandemic. Unfortunately, we had confused the City of Calgarys September 30th deadline with Rockyview County's August 31st deadline...I hope you will take into consideration these difficult times that we are facing and accept my appeal as this is the first time that I have been late in my payment since owning property in Rockyview County.

We appreciate your consideration,

[REDACTED]



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

Policy Number:	C-204
Policy Owner:	Financial Services
Adopted By:	Council
Adoption Date:	2003 October 07
Effective Date:	2003 October 07
Date Last Amended:	2019 November 26
Date Last Reviewed:	2019 November 20

Purpose

- 1 This policy establishes a uniform and consistent approach for Council to address late tax payment penalty cancellation requests in Rocky View County (the County).



Policy Statement

- 2 Council may cancel, reduce, refund, or defer property tax if it is equitable to do so pursuant section 347(1) of the *Municipal Government Act*. *Municipal Government Act* section 203 prohibits Council from delegating this power to administration.
- 3 Council recognizes the need to be fair and equitable to all County taxpayers in its effort to address late tax payment penalty cancellation requests.
- 4 This policy does not apply to exempt tax accounts held under the jurisdiction of the provincial or federal governments.



Policy

- 5 Council considers and balances the interests of County's property owners when responding to any penalty cancellation request.
- 6 The County must provide sufficient notice of property tax payment due date, the terms of payment for remitting property taxes, and the penalties for late or non-payment of property taxes.
- 7 The County endeavors to be consistent from year to year in setting its due dates for payment of property taxes.



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- 8 Property owners seeking late tax payment penalty cancellation must submit a written request to the County within 120 days of the date when the related penalty was applied to the tax account.
- 9 Administration must present late tax payment penalty cancellation requests during public meetings of Council, as Council's decisions on these matters have an impact on all property owners. The report regarding the request includes the information provided by the requesting property owner.

Tax Relief Categories

- 10 When Council grants a late tax payment penalty cancellation request, the late tax payment penalty cancellation is only available for the penalties in the current taxation year:
 - (1) where a death in the immediate family of the property owner occurred within seven days prior to the due date;
 - (2) where the tax notice has been sent to an incorrect address as a result of the County's error in recording an address change on the tax roll; or
 - (3) where a late tax payment has been processed by a financial institution and either the Financial Institution or the property owner provides documentation indicating the payment was processed on or before the due dates.
- 11 Council may consider penalty adjustments or cancellations for types of requests not set out in this policy.

Tax Relief Not Available

- 12 A property owner may not seek tax relief under this policy for:
 - (1) taxes imposed under section 326(1)(a)(vi) of the *Municipal Government Act* relating to designated industrial property;
 - (2) taxes or penalties relating to more than one prior taxation year; or
 - (3) amounts added to the tax roll that do not relate to the annual property assessment and taxation process, including but not limited to:
 - (a) charges arising from the tax recovery process;
 - (b) unpaid violation charges;



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- (c) utility consumption or installation charges; or
- (d) any penalties, interests or other charges related to those amounts.



References

Legal Authorities

- *Municipal Government Act*, RSA 2000, c M-26

Related Plans, Bylaws, Policies, etc.

- Rocky View County Tax Penalty Bylaw C-4727-96

Related Procedures

- N/A

Other

- N/A



Policy History

Amendment Date(s) – Amendment Description

- 2019 November 26 – Council amended to reflect changes to the MGA, keep penalty cancellations to current tax year, set consideration criteria, and align with new policy standards
- 2011 November 01 – Amended by Council
- 2009 December 15 – Amended by Council
- 2004 September 07 – Amended by Council
- 2003 October 07 – Amended by Council

Review Date(s) – Review Outcome Description

- 2019 November 20: Minor changes recommended in light of MGA amendments and current County processes and standards



Definitions

13 In this policy:

- (1) “administration” means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;
- (2) “Council” means the duly elected Council of Rocky View County;



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- (3) "County" means Rocky View County;
- (4) "immediate family" means spouse, a parent, child, or sibling;
- (5) "*Municipal Government Act*" means the Province of Alberta's *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time; and
- (6) "Rocky View County" means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.



FINANCIAL SERVICES

TO:	Council	
DATE:	November 24, 2020	DIVISION: 3
FILE:	04702100	APPLICATION: N/A
SUBJECT:	Late Tax Payment Penalty Cancellation Request	

POLICY DIRECTION:

This request was evaluated in accordance with the Late Tax Payment Penalty Cancellation Policy C-204, which establishes a uniform and consistent approach for Council to address late tax payment cancellation requests in Rocky View County (the County).

EXECUTIVE SUMMARY:

This request was brought forward for Council's consideration on November 10, 2020, at which time it was tabled until November 24, 2020.

On September 30, 2020, Administration received a request from the owner of roll 04702100 regarding late payment penalty cancellation in the amount of \$811.98. The County received payment on September 10, 2020, for the 2020 taxes.

The rate payer wrote that they were unaware that the City of Calgary and Rocky View County had different tax arrangements and assumed the due date was September 30. Additionally, both rate payers had job losses and a car accident at the end of August. As per Bylaw C-8043-2020 *Tax Penalty Bylaw*, the penalty date had been amended to September 1, 2020.

This request is not in compliance with the criteria in Policy C-204 (see Attachment 'B'); Administration therefore recommends that the request be denied.

ADMINISTRATION RECOMMENDATION:

Administration recommends the request be denied in accordance with Option #1.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

- | | |
|------------|---|
| Option #1: | THAT the request for late tax penalty cancellation in the amount of \$811.98 be denied. |
| Option #2: | THAT alternative direction be provided. |



Respectfully submitted,

“Kent Robinson”

Executive Director
Corporate Services

BW/aw

ATTACHMENTS:

ATTACHMENT ‘A’: Request Letter 04702100

ATTACHMENT ‘B’: Policy C-204

Concurrence,

“Al Hoggan”

Chief Administrative Officer

Adrienne Wilson

From: [REDACTED]
Sent: Wednesday, September 30, 2020 3:56 PM
To: Rocky View Tax Section
Subject: [EXTERNAL] -

Do not open links or attachments unless sender and content are known.

Tax roll 04702100

Hi I am writing you to request the over due tax penalties be removed or decreased. I am terribly sorry as I moved to Calgary From Canmore and this is the second time I have paid property taxes and with my address being [REDACTED] Calgary, Alberta not Rocky View, Alberta I didn't realize we were in a different tax arrangement. I had heard on the radio several times that the deadline was pushed back until sept 30. Relieved and so grateful to hear this with all the the loss work my husband and I have had due to covid as well being in a car accident in end of August I was grateful. I payed on line sept 10 so it would be processed on time. For the end of the month. I received a late penalty today Of 811.98 and confused I called and was explained the difference. I fell awful about the mistake and I can't afford to pay this much for something I didn't plan. I am really sorry and feel sick about it and such a steep penalty for what needed up being 10 days late but I had no idea.

Thank you for your consideration. I can promise that this will not happen again.

Kind regards,

[REDACTED]

My address is

[REDACTED]



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

Policy Number:	C-204
Policy Owner:	Financial Services
Adopted By:	Council
Adoption Date:	2003 October 07
Effective Date:	2003 October 07
Date Last Amended:	2019 November 26
Date Last Reviewed:	2019 November 20

Purpose

- 1 This policy establishes a uniform and consistent approach for Council to address late tax payment penalty cancellation requests in Rocky View County (the County).



Policy Statement

- 2 Council may cancel, reduce, refund, or defer property tax if it is equitable to do so pursuant section 347(1) of the *Municipal Government Act*. *Municipal Government Act* section 203 prohibits Council from delegating this power to administration.
- 3 Council recognizes the need to be fair and equitable to all County taxpayers in its effort to address late tax payment penalty cancellation requests.
- 4 This policy does not apply to exempt tax accounts held under the jurisdiction of the provincial or federal governments.



Policy

- 5 Council considers and balances the interests of County's property owners when responding to any penalty cancellation request.
- 6 The County must provide sufficient notice of property tax payment due date, the terms of payment for remitting property taxes, and the penalties for late or non-payment of property taxes.
- 7 The County endeavors to be consistent from year to year in setting its due dates for payment of property taxes.



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- 8 Property owners seeking late tax payment penalty cancellation must submit a written request to the County within 120 days of the date when the related penalty was applied to the tax account.
- 9 Administration must present late tax payment penalty cancellation requests during public meetings of Council, as Council's decisions on these matters have an impact on all property owners. The report regarding the request includes the information provided by the requesting property owner.

Tax Relief Categories

- 10 When Council grants a late tax payment penalty cancellation request, the late tax payment penalty cancellation is only available for the penalties in the current taxation year:
 - (1) where a death in the immediate family of the property owner occurred within seven days prior to the due date;
 - (2) where the tax notice has been sent to an incorrect address as a result of the County's error in recording an address change on the tax roll; or
 - (3) where a late tax payment has been processed by a financial institution and either the Financial Institution or the property owner provides documentation indicating the payment was processed on or before the due dates.
- 11 Council may consider penalty adjustments or cancellations for types of requests not set out in this policy.

Tax Relief Not Available

- 12 A property owner may not seek tax relief under this policy for:
 - (1) taxes imposed under section 326(1)(a)(vi) of the *Municipal Government Act* relating to designated industrial property;
 - (2) taxes or penalties relating to more than one prior taxation year; or
 - (3) amounts added to the tax roll that do not relate to the annual property assessment and taxation process, including but not limited to:
 - (a) charges arising from the tax recovery process;
 - (b) unpaid violation charges;



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- (c) utility consumption or installation charges; or
- (d) any penalties, interests or other charges related to those amounts.



References

Legal Authorities

- *Municipal Government Act*, RSA 2000, c M-26

Related Plans, Bylaws, Policies, etc.

- Rocky View County Tax Penalty Bylaw C-4727-96

Related Procedures

- N/A

Other

- N/A



Policy History

Amendment Date(s) – Amendment Description

- 2019 November 26 – Council amended to reflect changes to the MGA, keep penalty cancellations to current tax year, set consideration criteria, and align with new policy standards
- 2011 November 01 – Amended by Council
- 2009 December 15 – Amended by Council
- 2004 September 07 – Amended by Council
- 2003 October 07 – Amended by Council

Review Date(s) – Review Outcome Description

- 2019 November 20: Minor changes recommended in light of MGA amendments and current County processes and standards



Definitions

13 In this policy:

- (1) “administration” means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;
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LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

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FINANCIAL SERVICES

TO:	Council	
DATE:	November 24, 2020	DIVISION: 7
FILE:	06532004	APPLICATION: N/A
SUBJECT:	Late Tax Payment Penalty Cancellation Request	

POLICY DIRECTION:

This request was evaluated in accordance with the Late Tax Payment Penalty Cancellation Policy C-204, which establishes a uniform and consistent approach for Council to address late tax payment cancellation requests in Rocky View County (the County).

EXECUTIVE SUMMARY:

This request was brought forward for Council's consideration on November 10, 2020, at which time it was tabled until November 24, 2020.

On September 29, 2020, Administration received a request from the owner of roll 06532004 regarding late payment penalty cancellation in the amount of \$508.50. The County received payment in full on September 29, 2020.

The rate payer has written that they lost their job due to the pandemic and had made the assumption that the due date was the same as the City of Calgary. They had lost their tax mail and had no details until they contacted the County and paid in full soon thereafter.

This request is not in compliance with the criteria in Policy C-204 (see Attachment 'B'); Administration therefore recommends that the request be denied.

ADMINISTRATION RECOMMENDATION:

Administration recommends the request be denied in accordance with Option #1.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

Option #1: THAT the request for late tax penalty cancellation in the amount of \$508.50 be denied.

Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Kent Robinson"

"Al Hoggan"

Executive Director
Corporate Services

Chief Administrative Officer

Administration Resources

Barry Woods, Manager Financial Services



BW/aw

ATTACHMENTS:

ATTACHMENT 'A': Request Letter 06532004

ATTACHMENT 'B': Policy C-204

Adrienne Wilson

From: [REDACTED]
Sent: Tuesday, September 29, 2020 3:14 PM
To: Rocky View Tax Section
Subject: [EXTERNAL] - Penalty Waive Please
Attachments: [REDACTED]

Do not open links or attachments unless sender and content are known.

Dear officer,

I have paid all my property tax with the penalty today because I thought the due date for this year is September 30th. I lost my job due to the pandemic. And with all the advertising saying that this year's property tax due-date will be delayed to September 30th, I misunderstand it was only for Calgary until I called the county today to pay the tax. Also, I lost my tax mail, therefore I have no detailed information about this year's tax requirement, therefore I was called today asking for the details,. I was so surprised and hope if I can aks to waive the penalty back to me because if I knew, I will definitely have done it by last month.

[REDACTED] let me know if you have any questions.

Tax Roll Number: 06532004

Address: [REDACTED]

Company: [REDACTED]

Best Regards!



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

Policy Number:	C-204
Policy Owner:	Financial Services
Adopted By:	Council
Adoption Date:	2003 October 07
Effective Date:	2003 October 07
Date Last Amended:	2019 November 26
Date Last Reviewed:	2019 November 20

Purpose

- 1 This policy establishes a uniform and consistent approach for Council to address late tax payment penalty cancellation requests in Rocky View County (the County).



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LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

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Tax Relief Categories

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 - (b) unpaid violation charges;



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- (c) utility consumption or installation charges; or
- (d) any penalties, interests or other charges related to those amounts.



References

Legal Authorities

- *Municipal Government Act*, RSA 2000, c M-26

Related Plans, Bylaws, Policies, etc.

- Rocky View County Tax Penalty Bylaw C-4727-96

Related Procedures

- N/A

Other

- N/A



Policy History

Amendment Date(s) – Amendment Description

- 2019 November 26 – Council amended to reflect changes to the MGA, keep penalty cancellations to current tax year, set consideration criteria, and align with new policy standards
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LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

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- (6) "Rocky View County" means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.



FINANCIAL SERVICES

TO:	Council	
DATE:	November 24, 2020	DIVISION: 9
FILE:	06710015	APPLICATION: N/A
SUBJECT:	Late Tax Payment Penalty Cancellation Request	

POLICY DIRECTION:

This request was evaluated in accordance with the Late Tax Payment Penalty Cancellation Policy C-204, which establishes a uniform and consistent approach for Council to address late tax payment cancellation requests in Rocky View County (the County).

EXECUTIVE SUMMARY:

This request was brought forward for Council's consideration on November 10, 2020, at which time it was tabled until November 24, 2020.

On September 15, 2020, Administration received a request from the owner of roll 06710015 regarding late payment penalty cancellation in the amount of \$562.60. The County received payment in full on September 16, 2020.

The rate payer has stated that they mailed their cheque on August 25, 2020. As per section 341 of the *Municipal Government Act*, a tax payment is deemed received on the date of the postmark stamped on the envelope. The postmark on the envelope from the ratepayer is for September 10, 2020.

This request is not in compliance with the criteria in Policy C-204 (see Attachment 'B'); Administration therefore recommends that the request be denied.

ADMINISTRATION RECOMMENDATION:

Administration recommends the request be denied in accordance with Option #1.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

Option #1: THAT the request for late tax penalty cancellation in the amount of \$562.60 be denied.

Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Kent Robinson"

"Al Hoggan"

Executive Director
Corporate Services

Chief Administrative Officer

Administration Resources

Barry Woods, Manager Financial Services



BW/aw

ATTACHMENTS:

ATTACHMENT 'A': Request Letter 06710015

ATTACHMENT 'B': Policy C-204

Sept 15, 2020

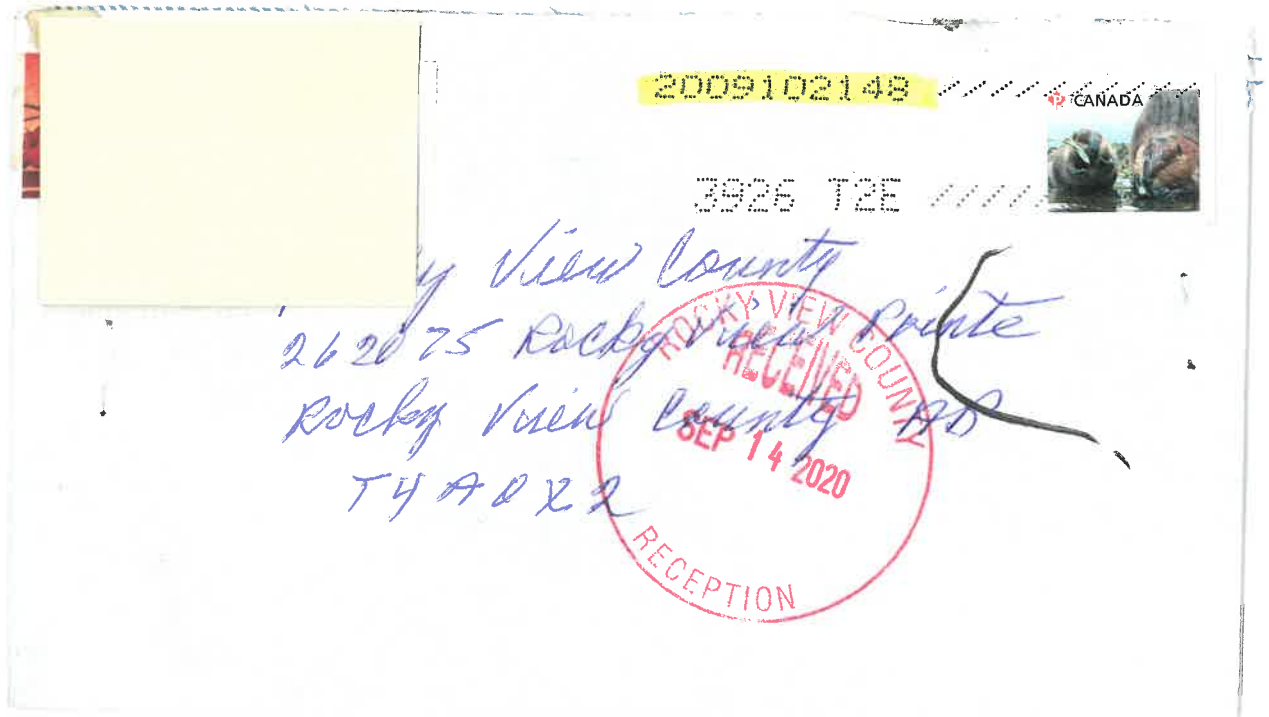
Finance Dept
Rocky View County
202075 Rocky View Centre

Dear Sir or Madam

I received a phone call from Rume stating that my tax cheque which I mailed on Aug 25 had been stamped Sept 10 by the Post Office. My envelope had to have been mislaid or stuck in the mail box.

My only proof is the date & cheque number written on my tax notice. I mailed the cheque on Aug 25 & Rume just received it. I have enjoyed living in Rocky View for many years & this is the only problem I have ever had. I lost my wife Jane to cancer a year ago Sept 2, along with my age & Covid I have had a very tough year. I have no pension just old age & CPP.

The late penalty of \$411.54 will be very difficult on me & I am respectfully requesting your consideration to remove this penalty.





LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

Policy Number:	C-204
Policy Owner:	Financial Services
Adopted By:	Council
Adoption Date:	2003 October 07
Effective Date:	2003 October 07
Date Last Amended:	2019 November 26
Date Last Reviewed:	2019 November 20

Purpose

- 1 This policy establishes a uniform and consistent approach for Council to address late tax payment penalty cancellation requests in Rocky View County (the County).



Policy Statement

- 2 Council may cancel, reduce, refund, or defer property tax if it is equitable to do so pursuant section 347(1) of the *Municipal Government Act*. *Municipal Government Act* section 203 prohibits Council from delegating this power to administration.
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Policy

- 5 Council considers and balances the interests of County's property owners when responding to any penalty cancellation request.
- 6 The County must provide sufficient notice of property tax payment due date, the terms of payment for remitting property taxes, and the penalties for late or non-payment of property taxes.
- 7 The County endeavors to be consistent from year to year in setting its due dates for payment of property taxes.



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- 8 Property owners seeking late tax payment penalty cancellation must submit a written request to the County within 120 days of the date when the related penalty was applied to the tax account.
- 9 Administration must present late tax payment penalty cancellation requests during public meetings of Council, as Council's decisions on these matters have an impact on all property owners. The report regarding the request includes the information provided by the requesting property owner.

Tax Relief Categories

- 10 When Council grants a late tax payment penalty cancellation request, the late tax payment penalty cancellation is only available for the penalties in the current taxation year:
 - (1) where a death in the immediate family of the property owner occurred within seven days prior to the due date;
 - (2) where the tax notice has been sent to an incorrect address as a result of the County's error in recording an address change on the tax roll; or
 - (3) where a late tax payment has been processed by a financial institution and either the Financial Institution or the property owner provides documentation indicating the payment was processed on or before the due dates.
- 11 Council may consider penalty adjustments or cancellations for types of requests not set out in this policy.

Tax Relief Not Available

- 12 A property owner may not seek tax relief under this policy for:
 - (1) taxes imposed under section 326(1)(a)(vi) of the *Municipal Government Act* relating to designated industrial property;
 - (2) taxes or penalties relating to more than one prior taxation year; or
 - (3) amounts added to the tax roll that do not relate to the annual property assessment and taxation process, including but not limited to:
 - (a) charges arising from the tax recovery process;
 - (b) unpaid violation charges;



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- (c) utility consumption or installation charges; or
- (d) any penalties, interests or other charges related to those amounts.



References

Legal Authorities

- *Municipal Government Act*, RSA 2000, c M-26

Related Plans, Bylaws, Policies, etc.

- Rocky View County Tax Penalty Bylaw C-4727-96

Related Procedures

- N/A

Other

- N/A



Policy History

Amendment Date(s) – Amendment Description

- 2019 November 26 – Council amended to reflect changes to the MGA, keep penalty cancellations to current tax year, set consideration criteria, and align with new policy standards
- 2011 November 01 – Amended by Council
- 2009 December 15 – Amended by Council
- 2004 September 07 – Amended by Council
- 2003 October 07 – Amended by Council

Review Date(s) – Review Outcome Description

- 2019 November 20: Minor changes recommended in light of MGA amendments and current County processes and standards



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LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

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FINANCIAL SERVICES

TO:	Council	
DATE:	November 24, 2020	DIVISION: 9
FILE:	08818003	APPLICATION: N/A
SUBJECT:	Late Tax Payment Penalty Cancellation Request	

POLICY DIRECTION:

This request was evaluated in accordance with the Late Tax Payment Penalty Cancellation Policy C-204, which establishes a uniform and consistent approach for Council to address late tax payment cancellation requests in Rocky View County (the County).

EXECUTIVE SUMMARY:

This request was brought forward for Council's consideration on November 10, 2020, at which time it was tabled until November 24, 2020.

On September 8, 2020, Administration received a request from the owner of roll 08818003 regarding late payment penalty cancellation in the amount of \$717.87. The County received payment on September 9, 2020, for the 2020 taxes.

The rate payer indicated in their request that they had assumed that the due date for taxes was September 30, 2020, and had misplaced their tax bill to verify this date. They had become overwhelmed with the demands of their new home, have been unable to sell their previous property, and have faced numerous challenges in their business. When they followed up with the County on September 8, 2020, they were notified that payment was late and a 12% penalty had been applied. As per Bylaw C-8043-2020 *Tax Penalty Bylaw*, the penalty date had been amended to September 1, 2020.

This request is not in compliance with the criteria in Policy C-204 (see Attachment 'B'); Administration therefore recommends that the request be denied.

ADMINISTRATION RECOMMENDATION:

Administration recommends the request be denied in accordance with Option #1.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

- | | |
|------------|---|
| Option #1: | THAT the request for late tax penalty cancellation in the amount of \$717.87 be denied. |
| Option #2: | THAT alternative direction be provided. |

Administration Resources

Barry Woods, Manager Financial Services



Respectfully submitted,

“Kent Robinson”

Executive Director
Corporate Services

BW/aw

Concurrence,

“Al Hoggan”

Chief Administrative Officer

ATTACHMENTS:

ATTACHMENT ‘A’: Request Letter 08818003

ATTACHMENT ‘B’: Policy C-204

Adrienne Wilson

From: Lois Stark
Sent: Tuesday, September 22, 2020 7:47 AM
To: Adrienne Wilson
Subject: FW: [EXTERNAL] - Penalty Adjustment?

fyi

LOIS STARK

Team Lead –Tax Representative | Financial Services

ROCKY VIEW COUNTY

262075 Rocky View Point | Rocky View County | AB | T4A 0X2

Phone: 403-520-8172 | Fax: 403-276-5372

lstark@rockyview.ca | www.rockyview.ca

This e-mail, including any attachments, may contain information that is privileged and confidential. If you are not the intended recipient, any dissemination, distribution or copying of this information is prohibited and unlawful. If you received this communication in error, please reply immediately to let me know and then delete this e-mail. Thank you.

From: [REDACTED]
Sent: Tuesday, September 8, 2020 11:25 AM
To: Lois Stark <lstark@rockyview.ca>
Subject: [EXTERNAL] - Penalty Adjustment?

Do not open links or attachments unless sender and content are known.

To whom it may concern,

I am writing council to request adjustment in the late payment penalty applied to my property taxes. I understand council can consider an adjustment to the 12% late payment penalty under C-204-11.

The verifiable facts are as follows.

Payment was to be made September 1 to avoid late payment.

On September 4, I reached out to the M.D. of Rockyview to get a new copy of my tax bill as I had misplaced it.

On September 8th I received notification that I had been assessed a 12% late payment fine of \$717.87. I immediately paid the initial balance and am seeking some relief on the \$717.87.

The other facts, which unfortunately you have only my word to go on,

I had it in my head that the payment was due September 30th. I'd looked for the bill, and information surrounding due dates earlier to verify, but I'd misplaced my tax bill. I have faced

numerous challenges in my business lately and have been working extremely long hours (I've lost multiple long term employees, and now am working double shifts 3 days a week to make ends meet and fill the void).

Personally I've been over run at home with the demands of my new home (roof on the garage was rotting away and required repair, many leaking windows and now most recently a bat infestation - 8 bats inside the house in the last 2 months).

I was unable to sell my previous property as no one seems to be buying these days thanks to COVID.

On top of all this (more of an aside than anything else) the assessed value of the property is *way* too high. I paid \$760,000 for the property in March (in large part due to the multiple issues with the house). As I purchased in March, I didn't get the assessment and opportunity to contest the assessment of \$1,174,960. (I tried but was told basically that its a shame, but nothing can be done for this year).

I do understand and acknowledge that I was late in my payment, but I believe that as the mistake was made in good faith and payment was sent within hours of being informed, that some consideration could be granted.

Obviously I understand you are holding all the cards, but I would hope given the circumstances some reduction could be arranged.

Thank you,



Sent from my iPad

On Sep 8, 2020, at 8:12 AM, lstark@rockyview.ca wrote:

Morning,

Attached is a copy of your 2020 tax notice. The tax notices were mailed on May 29 to the address on the notice. For the 2020 tax year Council moved the July 1 penalty date to September 1, making the 2020 taxes due and payable on August 31, 2020. A 12% penalty has been applied to the account making the amount due and payable \$6,700.14. This amount is now due and payable on or before December 31, 2020 in order to avoid the 12% penalty on Jan 1, 2021.

Regards

LOIS STARK
Team Lead –Tax Representative | Financial Services

ROCKY VIEW COUNTY

262075 Rocky View Point | Rocky View County | AB | T4A 0X2

Phone: 403-520-8172 | Fax: 403-276-5372

lstark@rockyview.ca | www.rockyview.ca

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-----Original Message-----

From: Christine Harrison <CHarrison@rockyview.ca>

Sent: Friday, September 4, 2020 4:29 PM

To: Taxes <Taxes@rockyview.ca>Cc: Pamela Tilley <PTilley@rockyview.ca>

Subject: FW: [EXTERNAL] - Property tax

Hello,

We have received this email in our general mailbox for your department, please respond to this inquiry.

We respectfully request you include us in your response or confirm contact when this inquiry is completed.

Thank you.

CHRISTINE HARRISON

Call Centre Representative | | Customer Care and Support

ROCKY VIEW COUNTY

262075 Rocky View Point | AB | T4A 0X2

Phone: 403-230-1401

charrison@rockyview.ca | www.rockyview.ca

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-----Original Message-----

From: [REDACTED]
Sent: September 4, 2020 4:28 PM
To: Questions <questions@rockyview.ca>
Subject: [EXTERNAL] - Property tax

Do not open links or attachments unless sender and content are known.

Hi, was looking for my property tax bill to pay it, and I can't seem to locate.

How can I get a copy (or the info i need to pay it)

I live at [REDACTED]

Sent from my iPad
<SL144-N-COP20090808070.pdf>



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

Policy Number:	C-204
Policy Owner:	Financial Services
Adopted By:	Council
Adoption Date:	2003 October 07
Effective Date:	2003 October 07
Date Last Amended:	2019 November 26
Date Last Reviewed:	2019 November 20

Purpose

- 1 This policy establishes a uniform and consistent approach for Council to address late tax payment penalty cancellation requests in Rocky View County (the County).



Policy Statement

- 2 Council may cancel, reduce, refund, or defer property tax if it is equitable to do so pursuant section 347(1) of the *Municipal Government Act*. *Municipal Government Act* section 203 prohibits Council from delegating this power to administration.
- 3 Council recognizes the need to be fair and equitable to all County taxpayers in its effort to address late tax payment penalty cancellation requests.
- 4 This policy does not apply to exempt tax accounts held under the jurisdiction of the provincial or federal governments.



Policy

- 5 Council considers and balances the interests of County's property owners when responding to any penalty cancellation request.
- 6 The County must provide sufficient notice of property tax payment due date, the terms of payment for remitting property taxes, and the penalties for late or non-payment of property taxes.
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LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- 8 Property owners seeking late tax payment penalty cancellation must submit a written request to the County within 120 days of the date when the related penalty was applied to the tax account.
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Tax Relief Categories

- 10 When Council grants a late tax payment penalty cancellation request, the late tax payment penalty cancellation is only available for the penalties in the current taxation year:
 - (1) where a death in the immediate family of the property owner occurred within seven days prior to the due date;
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 - (3) where a late tax payment has been processed by a financial institution and either the Financial Institution or the property owner provides documentation indicating the payment was processed on or before the due dates.
- 11 Council may consider penalty adjustments or cancellations for types of requests not set out in this policy.

Tax Relief Not Available

- 12 A property owner may not seek tax relief under this policy for:
 - (1) taxes imposed under section 326(1)(a)(vi) of the *Municipal Government Act* relating to designated industrial property;
 - (2) taxes or penalties relating to more than one prior taxation year; or
 - (3) amounts added to the tax roll that do not relate to the annual property assessment and taxation process, including but not limited to:
 - (a) charges arising from the tax recovery process;
 - (b) unpaid violation charges;



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

- (c) utility consumption or installation charges; or
- (d) any penalties, interests or other charges related to those amounts.



References

Legal Authorities

- *Municipal Government Act*, RSA 2000, c M-26

Related Plans, Bylaws, Policies, etc.

- Rocky View County Tax Penalty Bylaw C-4727-96

Related Procedures

- N/A

Other

- N/A



Policy History

Amendment Date(s) – Amendment Description

- 2019 November 26 – Council amended to reflect changes to the MGA, keep penalty cancellations to current tax year, set consideration criteria, and align with new policy standards
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LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

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FINANCIAL SERVICES

TO:	Council	
DATE:	November 24, 2020	DIVISION: 9
FILE:	08912011	APPLICATION: N/A
SUBJECT:	Late Tax Payment Penalty Cancellation Request	

POLICY DIRECTION:

This request was evaluated in accordance with the Late Tax Payment Penalty Cancellation Policy C-204, which establishes a uniform and consistent approach for Council to address late tax payment cancellation requests in Rocky View County (the County).

EXECUTIVE SUMMARY:

This request was brought forward for Council's consideration on November 10, 2020, at which time it was tabled until November 24, 2020.

On September 29, 2020, Administration received a request from the owner of roll 08912011 regarding late payment penalty cancellation in the amount of \$234.88. The County received payment on September 30, 2020, for the 2020 taxes.

The rate payer is requesting that the penalty be waived as they did not see the due date notice and had assumed that the County had deferred the penalty date to the same date as the City of Calgary: September 30, 2020. They have also stated that, due to COVID-19 and due to being elderly and immune compromised, they have been in isolation at their cabin since March. As per Bylaw C-8043-2020 *Tax Penalty Bylaw*, the penalty date had been amended to September 1, 2020.

This request is not in compliance with the criteria in Policy C-204 (see Attachment 'B'); Administration therefore recommends that the request be denied.

ADMINISTRATION RECOMMENDATION:

Administration recommends the request be denied in accordance with Option #1.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

- | | |
|------------|---|
| Option #1: | THAT the request for late tax penalty cancellation in the amount of \$234.88 be denied. |
| Option #2: | THAT alternative direction be provided. |

Administration Resources

Barry Woods, Manager Financial Services



Respectfully submitted,

“Kent Robinson”

Executive Director
Corporate Services

Concurrence,

“Al Hoggan”

Chief Administrative Officer

BW/aw

ATTACHMENTS:

ATTACHMENT ‘A’: Request Letter 08912011

ATTACHMENT ‘B’: Policy C-204

Adrienne Wilson

From: [REDACTED]
Sent: Tuesday, September 29, 2020 10:59 AM
To: Rocky View Tax Section
Subject: [EXTERNAL] - Penalty Cancellation Request

Do not open links or attachments unless sender and content are known.

To: Rocky View Tax Section

Please cancel our penalty on taxes for Roll # 08912011
NW-12-28-05-50

We did not see the date due notice for Rocky View County taxes and assumed it was the same as The City of Calgary.
We paid our taxes on September 29 instead of August 29, 2020.
We have never been late with our taxes and the 12% means a lot to us.
We are elderly and immune compromised. Because of Covid-19 we have been in isolation at our cabin since March.

Thank you for your consideration.

[REDACTED]

Sent from my iPhone



LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

Policy Number:	C-204
Policy Owner:	Financial Services
Adopted By:	Council
Adoption Date:	2003 October 07
Effective Date:	2003 October 07
Date Last Amended:	2019 November 26
Date Last Reviewed:	2019 November 20

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LATE TAX PAYMENT PENALTY CANCELLATION

Council Policy

C-204

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References

Legal Authorities

- *Municipal Government Act*, RSA 2000, c M-26

Related Plans, Bylaws, Policies, etc.

- Rocky View County Tax Penalty Bylaw C-4727-96

Related Procedures

- N/A

Other

- N/A



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NOTICE OF MOTION

Submitted in accordance with sections 54, 55, 56, 57, and 58 of
Procedure Bylaw C-7907-2019

Presented By: Councillor Samanntha Wright, Division 8

Seconded By: Councillor Kevin Hanson, Division 3

This notice of motion is read into the Council record on **November 10, 2020**. The motion as read into the record will be debated on **November 24, 2020**.

TITLE: **To Reinstate Advertising of Public Notices and Service Announcements in the Rocky View Weekly**

WHEREAS Advertising public notices solely on the County website has successfully reached many residents, it has not reached all intended audiences and is thereby creating a substandard level of service for some County residents;

AND WHEREAS A significant percentage of residents do not have internet access at their residences;

AND WHEREAS A number of residents have complained that it is much more difficult for them to locate County public notices and information since Rocky View has stopped posting this type of information in the Rocky View Weekly;

AND WHEREAS Rocky View Weekly is the only local media source and County-specific issues risk being drowned out by media coverage by from our larger urban neighbours;

AND WHEREAS Many County residents consider the advertising of public notices in the local paper a necessary public service that is supportive of local business and independent journalism institutions.

THEREFORE BE IT RESOLVED THAT: that Administration be directed to recommence advertising public notices and service announcements, such as, but not limited to, public hearings, subdivision applications, approved development permits and matters of significant concern to County residents in the Rocky View Weekly starting no later than the January 5th Edition of 2021.



NOTICE OF MOTION

Submitted in accordance with sections 54, 55, 56, 57, and 58 of
Procedure Bylaw C-7907-2019

Presented By: Councillor Kevin Hanson, Division 3

Seconded By: Councillor Crystal Kissel, Division 9

This notice of motion is read into the Council record on **November 10, 2020**. The motion as read into the record will be debated on **November 24, 2020**.

TITLE: **Mackenas Estates Connection to Rocky View Sewer Utility**

WHEREAS The Mackenas Estates Community in Rocky View County, municipally described as 106 Mackenas Lane on Range Road #31, and legally described as Units 1 to 21 in Condominium Plan 0913534 contains 21 lots that all have separate individual sanitary sewer septic systems;

AND WHEREAS A Rocky View County sanitary sewer line currently exists on Range Road 31, just 281 meters (922 feet) north of the Mackenas homes;

AND WHEREAS This RVC sanitary sewer line is part of a larger collection system that currently services the adjacent communities of Elbow Valley West, Stonepine, Elbow Valley, Swift Creek Villas, Lott Creek Estates; all located along Highway 8 on the south side of the Elbow River; and Pinebrook on the north side of the Elbow River;

AND WHEREAS All of these communities are in the immediate environs of the Elbow River Watershed, a critical source of drinking water for both Rocky View County and the City of Calgary;

AND WHEREAS The RVC Sanitary sewer system is ultimately serviced by a connection to the City of Calgary's sanitary sewer system approximately in the Discovery Ridge area of the City;

AND WHEREAS Rocky View County has a Master Services Agreement in place for the sanitary sewer for the above mentioned collection areas;

AND WHEREAS The City of Calgary's existing sanitary sewer lines have designed-in spare capacity to accommodate additional homes discharging into their system;

AND WHEREAS For environmental and cost reasons, it would be more practical and efficient for all the Mackenas homes to be tied into the Rocky View County's sanitary sewer system;

- AND WHEREAS** The Mackenas Community is just outside the current servicing area delineated in Rocky View County's Master Services Agreement with the City of Calgary;
- AND WHEREAS** Previous precedents have been recently approved by the City of Calgary for additional communities outside the original boundaries of the Rocky View County servicing agreement to be added;
- AND WHEREAS** A Local Improvement Tax is seen by the Mackenas Home Owners Association as a favourable and likely to be successful method of financing the extension of the service area; the cost impact to the County is expected to be negligible and the addition of users to the Rocky View sanitary sewer system in the Elbow Valley area may provide additional economies of scale.

THEREFORE BE IT RESOLVED THAT: Administration be directed to initiate discussions with the City of Calgary to determine the process, timing and costs to expand Rocky View County's current sanitary sewer system in the Elbow Valley area to include a tie-in for the homes in the Mackenas Estates Community;

AND THAT Administration continue to report back on its progress with their negotiation with the City of Calgary from time to time, but no later than 6-months between status reports.



FINANCIAL SERVICES

TO:	Council	
DATE:	November 24, 2020	DIVISION: 5
FILE:	0785	APPLICATION: N/A
SUBJECT:	Prince of Peace Village Local Improvement Plan	

POLICY DIRECTION:

Under the MGA s.391, *"In this division, "local improvement" means a project,*

- (a) That the Council considers to be of greater benefit to an area of the municipality than to the whole municipality.*
- (b) That is to be paid for in the whole or in part by a tax imposed under this Division."*

EXECUTIVE SUMMARY:

On June 12, 2020, Rocky View County received a petition from the residents of Prince of Peace Village requesting a water system upgrade for the 175 lots contained in this area. The petition received from the residents of Prince of Peace Village was declared valid by the CAO's office. Under the MGA s. 392(2), *"A petition is not a sufficient petition unless, (a) It is signed by 2/3 of the owners who would be liable to pay the local improvement tax, and (b) the owners who signed the petition represent at least 1/2 of the value of the assessments prepared under Part 9 for the parcel of land in respect of which the tax will be imposed."*

On July 28, 2020, the petition was presented to Council, and resolutions were passed directing that Administration prepare a local improvement plan and corresponding borrowing bylaw. On September 22, 2020, Council approved first reading of borrowing bylaw C-8083-2020, and directed that Administration send the local improvement plan to all properties included in the plan area.

As per the *Municipal Government Act*; s.606 requires the long term borrowing bylaw to be advertised for two consecutive weeks, which has been completed. The purpose of this report is to request that Council: 1) give borrowing bylaw C-8083-2020 2nd and 3rd reading; and 2) approve the required budget adjustment of \$644,000 (Attachment 'C').

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

BUDGET IMPLICATIONS:

- Project costs of \$644,000, repayable by Local Improvement Tax.

OPTIONS:

Option #1:	Motion 1	THAT Borrowing Bylaw C-8083-2020 be given second reading.
	Motion 2	THAT Borrowing Bylaw C-8083-2020 be given third and final reading.
	Motion 3	THAT the budget adjustment as presented in Attachment 'C' for \$644,000 be approved.
Option #2:	THAT alternative direction be provided.	



Respectfully submitted,

“Kent Robinson”

Executive Director
Corporate Services

BW/rp

Concurrence,

“Al Hoggan”

Chief Administrative Officer

ATTACHMENTS:

ATTACHMENT ‘A’: Bylaw C-8083-2020
ATTACHMENT ‘B’: Local Improvement Plan
ATTACHMENT ‘C’: Budget Adjustment



BYLAW C-8083-2020

A Bylaw of Rocky View County, in the Province of Alberta, to authorize the Council of Rocky View County to incur indebtedness by the issuance of debenture(s) in the amount of \$644,000.00 for the purpose of installing water treatment and distribution infrastructure and wastewater collection and treatment infrastructure in Prince of Peace Village.

WHEREAS the Council of Rocky View County has decided to issue a bylaw pursuant to Section 263 of the *Municipal Government Act* to authorize the financing, undertaking, and completion of water and wastewater infrastructure local improvement project as described in the local improvement plan authorized by Council;

AND WHEREAS Plans and specifications have been prepared, the total cost of the project is estimated to be \$644,000.00, and Rocky View County estimates the following contributions will be applied to the project:

Benefitting owners	<u>\$644,000.00</u>
Total Cost	\$644,000.00

AND WHEREAS in order to complete the project it will be necessary for Rocky View County to borrow the sum of \$644,000.00 for a period not to exceed 25 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw;

AND WHEREAS the estimated lifetime of the project financed under this bylaw is equal to, or in excess of, 25 years;

AND WHEREAS the principal amount of the outstanding debt of Rocky View County at December 31, 2019, is \$49,151,103 and no part of the principal or interest is in arrears;

AND WHEREAS All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta;

NOW THEREFORE, The Council of Rocky View County, duly assembled, enacts as follows:

Title

- 1 This Bylaw may be cited as *Bylaw C-8083-2020*.

Definitions

- 2 Words in this Bylaw have the same meaning as those set out in the *Municipal Government Act* except for the definitions provided below:

- (1) **“Council”** means the duly elected Council of Rocky View County;



ROCKY VIEW COUNTY

- (2) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time; and
- (3) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

Effect

- 3 That, for the purpose of completing the Prince of Peace Village water and wastewater infrastructure local improvement project, the sum of six hundred and forty-four thousand dollars (\$644,000.00) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of Rocky View County at large.
- 4 The amount of six hundred and forty-four thousand dollars (644,000.00) is to be collected by way of local improvement tax.
- 5 The proper officers of Rocky View County are hereby authorized to issue debenture(s) on behalf of Rocky View County for the amount and purpose as authorized by this bylaw, namely the Prince of Peace Village water and wastewater infrastructure local improvement project.
- 6 Rocky View County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed twenty-five (25) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed eight (8) percent.
- 7 The indebtedness shall be contracted on the credit and security of Rocky View County.
- 8 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

Severability

- 9 If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

Effective Date

- 10 Bylaw C-8083-2020 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.



ROCKY VIEW COUNTY

READ A FIRST TIME IN COUNCIL this _____ day of _____, 2020

PUBLIC HEARING HELD this _____ day of _____, 2020

READ A SECOND TIME IN COUNCIL this _____ day of _____, 2020

READ A THIRD TIME IN COUNCIL this _____ day of _____, 2020

Reeve_____
Chief Administrative Officer or Designate_____
Date Bylaw Signed

LOCAL IMPROVEMENT PLAN

Prince of Peace Village

Residential Properties

NE-16-25-03-W05M

Description: Prince of Peace was historically serviced by groundwater wells. The groundwater supply diminished and became insufficient. Potable water has been trucked to the reservoir and pumped through the existing system. Prince of Peace is requesting a service connection to the Rocky View County Conrich water system to supply the existing and future phases.

Benefitting Lands:

Roll	Legal	Lot	Plan	Estimated Yearly Payment w/Interest
04319049	NE-19-24-28-W04M	Unit 39	9812469	\$190.78
04319011	NE-19-24-28-W04M	Unit 1	9812469	\$190.78
04319012	NE-19-24-28-W04M	Unit 2	9812469	\$190.78
04319013	NE-19-24-28-W04M	Unit 3	9812469	\$190.78
04319014	NE-19-24-28-W04M	Unit 4	9812469	\$190.78
04319015	NE-19-24-28-W04M	Unit 5	9812469	\$190.78
04319016	NE-19-24-28-W04M	Unit 6	9812469	\$190.78
04319017	NE-19-24-28-W04M	Unit 7	9812469	\$190.78
04319018	NE-19-24-28-W04M	Unit 8	9812469	\$190.78
04319019	NE-19-24-28-W04M	Unit 9	9812469	\$190.78
04319020	NE-19-24-28-W04M	Unit 10	9812469	\$190.78
04319021	NE-19-24-28-W04M	Unit 11	9812469	\$190.78
04319022	NE-19-24-28-W04M	Unit 12	9812469	\$190.78
04319023	NE-19-24-28-W04M	Unit 13	9812469	\$190.78
04319024	NE-19-24-28-W04M	Unit 14	9812469	\$190.78
04319025	NE-19-24-28-W04M	Unit 15	9812469	\$190.78
04319026	NE-19-24-28-W04M	Unit 16	9812469	\$190.78
04319027	NE-19-24-28-W04M	Unit 17	9812469	\$190.78
04319028	NE-19-24-28-W04M	Unit 18	9812469	\$190.78
04319029	NE-19-24-28-W04M	Unit 19	9812469	\$190.78
04319030	NE-19-24-28-W04M	Unit 20	9812469	\$190.78
04319031	NE-19-24-28-W04M	Unit 21	9812469	\$190.78
04319032	NE-19-24-28-W04M	Unit 22	9812469	\$190.78
04319033	NE-19-24-28-W04M	Unit 23	9812469	\$190.78
04319034	NE-19-24-28-W04M	Unit 24	9812469	\$190.78
04319035	NE-19-24-28-W04M	Unit 25	9812469	\$190.78
04319036	NE-19-24-28-W04M	Unit 26	9812469	\$190.78
04319037	NE-19-24-28-W04M	Unit 27	9812469	\$190.78
04319038	NE-19-24-28-W04M	Unit 28	9812469	\$190.78
04319039	NE-19-24-28-W04M	Unit 29	9812469	\$190.78

Roll	Legal	Lot	Plan	Estimated Yearly Payment w/Interest
04319040	NE-19-24-28-W04M	Unit 30	9812469	\$190.78
04319041	NE-19-24-28-W04M	Unit 31	9812469	\$190.78
04319042	NE-19-24-28-W04M	Unit 32	9812469	\$190.78
04319043	NE-19-24-28-W04M	Unit 33	9812469	\$190.78
04319044	NE-19-24-28-W04M	Unit 34	9812469	\$190.78
04319045	NE-19-24-28-W04M	Unit 35	9812469	\$190.78
04319046	NE-19-24-28-W04M	Unit 36	9812469	\$190.78
04319050	NE-19-24-28-W04M	Unit 41	0011410	\$190.78
04319051	NE-19-24-28-W04M	Unit 42	0011410	\$190.78
04319052	NE-19-24-28-W04M	Unit 43	0011410	\$190.78
04319053	NE-19-24-28-W04M	Unit 44	0011410	\$190.78
04319054	NE-19-24-28-W04M	Unit 45	0011410	\$190.78
04319055	NE-19-24-28-W04M	Unit 46	0011410	\$190.78
04319056	NE-19-24-28-W04M	Unit 47	0011410	\$190.78
04319057	NE-19-24-28-W04M	Unit 48	0011410	\$190.78
04319058	NE-19-24-28-W04M	Unit 49	0011410	\$190.78
04319059	NE-19-24-28-W04M	Unit 50	0011410	\$190.78
04319060	NE-19-24-28-W04M	Unit 51	0011410	\$190.78
04319061	NE-19-24-28-W04M	Unit 52	0011410	\$190.78
04319062	NE-19-24-28-W04M	Unit 53	0011410	\$190.78
04319063	NE-19-24-28-W04M	Unit 54	0011410	\$190.78
04319064	NE-19-24-28-W04M	Unit 55	0011410	\$190.78
04319065	NE-19-24-28-W04M	Unit 56	0011410	\$190.78
04319066	NE-19-24-28-W04M	Unit 57	0011410	\$190.78
04319067	NE-19-24-28-W04M	Unit 58	0011410	\$190.78
04319068	NE-19-24-28-W04M	Unit 59	0011410	\$190.78
04319069	NE-19-24-28-W04M	Unit 60	0011410	\$190.78
04319072	NE-19-24-28-W04M	Unit 64	0013287	\$190.78
04319073	NE-19-24-28-W04M	Unit 65	0013287	\$190.78
04319074	NE-19-24-28-W04M	Unit 66	0013287	\$190.78
04319075	NE-19-24-28-W04M	Unit 67	0013287	\$190.78
04319076	NE-19-24-28-W04M	Unit 68	0013287	\$190.78
04319077	NE-19-24-28-W04M	Unit 69	0013287	\$190.78
04319078	NE-19-24-28-W04M	Unit 70	0013287	\$190.78
04319079	NE-19-24-28-W04M	Unit 71	0013287	\$190.78
04319080	NE-19-24-28-W04M	Unit 72	0013287	\$190.78
04319081	NE-19-24-28-W04M	Unit 73	0013287	\$190.78
04319082	NE-19-24-28-W04M	Unit 74	0013287	\$190.78
04319083	NE-19-24-28-W04M	Unit 75	0013287	\$190.78
04319084	NE-19-24-28-W04M	Unit 76	0013287	\$190.78
04319085	NE-19-24-28-W04M	Unit 77	0013287	\$190.78
04319086	NE-19-24-28-W04M	Unit 78	0013287	\$190.78
04319087	NE-19-24-28-W04M	Unit 79	0013287	\$190.78
04319088	NE-19-24-28-W04M	Unit 80	0013287	\$190.78
04319089	NE-19-24-28-W04M	Unit 81	0013287	\$190.78
04319094	NE-19-24-28-W04M	Unit 87	0111629	\$190.78

Roll	Legal	Lot	Plan	Estimated Yearly Payment w/Interest
04319095	NE-19-24-28-W04M	Unit 88	0111629	\$190.78
04319096	NE-19-24-28-W04M	Unit 89	0111629	\$190.78
04319097	NE-19-24-28-W04M	Unit 90	0111629	\$190.78
04319098	NE-19-24-28-W04M	Unit 91	0111629	\$190.78
04319099	NE-19-24-28-W04M	Unit 92	0111629	\$190.78
04319100	NE-19-24-28-W04M	Unit 93	0111629	\$190.78
04319101	NE-19-24-28-W04M	Unit 94	0111629	\$190.78
04319102	NE-19-24-28-W04M	Unit 95	0111629	\$190.78
04319103	NE-19-24-28-W04M	Unit 96	0111629	\$190.78
04319104	NE-19-24-28-W04M	Unit 97	0111629	\$190.78
04319105	NE-19-24-28-W04M	Unit 98	0111629	\$190.78
04319106	NE-19-24-28-W04M	Unit 99	0111629	\$190.78
04319107	NE-19-24-28-W04M	Unit 100	0111629	\$190.78
04319108	NE-19-24-28-W04M	Unit 101	0111629	\$190.78
04319109	NE-19-24-28-W04M	Unit 102	0111629	\$190.78
04319110	NE-19-24-28-W04M	Unit 103	0111629	\$190.78
04319111	NE-19-24-28-W04M	Unit 104	0111629	\$190.78
04319114	NE-19-24-28-W04M	Unit 108	0113520	\$190.78
04319115	NE-19-24-28-W04M	Unit 109	0113520	\$190.78
04319116	NE-19-24-28-W04M	Unit 110	0113520	\$190.78
04319117	NE-19-24-28-W04M	Unit 111	0113520	\$190.78
04319118	NE-19-24-28-W04M	Unit 112	0113520	\$190.78
04319119	NE-19-24-28-W04M	Unit 113	0113520	\$190.78
04319120	NE-19-24-28-W04M	Unit 114	0113520	\$190.78
04319121	NE-19-24-28-W04M	Unit 115	0113520	\$190.78
04319122	NE-19-24-28-W04M	Unit 116	0113520	\$190.78
04319123	NE-19-24-28-W04M	Unit 117	0113520	\$190.78
04319124	NE-19-24-28-W04M	Unit 118	0113520	\$190.78
04319125	NE-19-24-28-W04M	Unit 119	0113520	\$190.78
04319126	NE-19-24-28-W04M	Unit 120	0113520	\$190.78
04319127	NE-19-24-28-W04M	Unit 121	0113520	\$190.78
04319128	NE-19-24-28-W04M	Unit 122	0113520	\$190.78
04319129	NE-19-24-28-W04M	Unit 123	0113520	\$190.78
04319130	NE-19-24-28-W04M	Unit 124	0113520	\$190.78
04319131	NE-19-24-28-W04M	Unit 125	0113520	\$190.78
04319132	NE-19-24-28-W04M	Unit 126	0113520	\$190.78
04319133	NE-19-24-28-W04M	Unit 127	0113520	\$190.78
04319134	NE-19-24-28-W04M	Unit 128	0113520	\$190.78
04319135	NE-19-24-28-W04M	Unit 129	0113520	\$190.78
04319138	NE-19-24-28-W04M	Unit 132	0113520	\$190.78
04319139	NE-19-24-28-W04M	Unit 133	0113520	\$190.78
04319140	NE-19-24-28-W04M	Unit 134	0113520	\$190.78
04319141	NE-19-24-28-W04M	Unit 135	0113520	\$190.78
04319142	NE-19-24-28-W04M	Unit 136	0113520	\$190.78
04319143	NE-19-24-28-W04M	Unit 137	0113520	\$190.78
04319144	NE-19-24-28-W04M	Unit 138	0113520	\$190.78

Roll	Legal	Lot	Plan	Estimated Yearly Payment w/Interest
04319145	NE-19-24-28-W04M	Unit 139	0113520	\$190.78
04319146	NE-19-24-28-W04M	Unit 140	0113520	\$190.78
04319147	NE-19-24-28-W04M	Unit 141	0113520	\$190.78
04319148	NE-19-24-28-W04M	Unit 142	0113520	\$190.78
04319149	NE-19-24-28-W04M	Unit 143	0113520	\$190.78
04319150	NE-19-24-28-W04M	Unit 144	0113520	\$190.78
04319151	NE-19-24-28-W04M	Unit 145	0113520	\$190.78
04319152	NE-19-24-28-W04M	Unit 146	0113520	\$190.78
04319153	NE-19-24-28-W04M	Unit 147	0113520	\$190.78
04319154	NE-19-24-28-W04M	Unit 148	0113520	\$190.78
04319155	NE-19-24-28-W04M	Unit 149	0113520	\$190.78
04319156	NE-19-24-28-W04M	Unit 150	0113520	\$190.78
04319157	NE-19-24-28-W04M	Unit 151	0113520	\$190.78
04319158	NE-19-24-28-W04M	Unit 152	0113520	\$190.78
04319159	NE-19-24-28-W04M	Unit 153	0113520	\$190.78
04319161	NE-19-24-28-W04M	Unit 156	0310076	\$190.78
04319162	NE-19-24-28-W04M	Unit 157	0310076	\$190.78
04319163	NE-19-24-28-W04M	Unit 158	0310076	\$190.78
04319164	NE-19-24-28-W04M	Unit 159	0310076	\$190.78
04319165	NE-19-24-28-W04M	Unit 160	0310076	\$190.78
04319166	NE-19-24-28-W04M	Unit 161	0310076	\$190.78
04319167	NE-19-24-28-W04M	Unit 162	0310076	\$190.78
04319168	NE-19-24-28-W04M	Unit 163	0310076	\$190.78
04319169	NE-19-24-28-W04M	Unit 164	0310076	\$190.78
04319170	NE-19-24-28-W04M	Unit 165	0310076	\$190.78
04319171	NE-19-24-28-W04M	Unit 166	0310076	\$190.78
04319172	NE-19-24-28-W04M	Unit 167	0310076	\$190.78
04319173	NE-19-24-28-W04M	Unit 168	0310076	\$190.78
04319174	NE-19-24-28-W04M	Unit 169	0310076	\$190.78
04319175	NE-19-24-28-W04M	Unit 170	0310076	\$190.78
04319176	NE-19-24-28-W04M	Unit 171	0310076	\$190.78
04319177	NE-19-24-28-W04M	Unit 172	0310076	\$190.78
04319178	NE-19-24-28-W04M	Unit 173	0310076	\$190.78
04319179	NE-19-24-28-W04M	Unit 174	0310076	\$190.78
04319180	NE-19-24-28-W04M	Unit 175	0310076	\$190.78
04319181	NE-19-24-28-W04M	Unit 176	0310076	\$190.78
04319182	NE-19-24-28-W04M	Unit 177	0310076	\$190.78
04319183	NE-19-24-28-W04M	Unit 178	0310076	\$190.78
04319184	NE-19-24-28-W04M	Unit 179	0310076	\$190.78
04319185	NE-19-24-28-W04M	Unit 180	0310076	\$190.78
04319186	NE-19-24-28-W04M	Unit 181	0310076	\$190.78
04319187	NE-19-24-28-W04M	Unit 182	0310076	\$190.78
04319188	NE-19-24-28-W04M	Unit 183	0310076	\$190.78
04319189	NE-19-24-28-W04M	Unit 184	0310076	\$190.78
04319190	NE-19-24-28-W04M	Unit 185	0310076	\$190.78
04319191	NE-19-24-28-W04M	Unit 186	0310076	\$190.78

Roll	Legal	Lot	Plan	Estimated Yearly Payment w/Interest
04319192	NE-19-24-28-W04M	Unit 187	0310076	\$190.78
04319193	NE-19-24-28-W04M	Unit 188	0310076	\$190.78
04319194	NE-19-24-28-W04M	Unit 189	0310076	\$190.78
04319195	NE-19-24-28-W04M	Unit 190	0310076	\$190.78
04319196	NE-19-24-28-W04M	Unit 191	0310076	\$190.78
04319197	NE-19-24-28-W04M	Unit 192	0310076	\$190.78
04319198	NE-19-24-28-W04M	Unit 193	0310076	\$190.78

Tax Distribution: As set out in Section 395(1)(c)(ii) of the Municipal Government Act, the Local Improvement Tax Rate will be based on each parcel of benefitting land identified in this Local Improvement Plan.

Estimated Cost: Total cost is estimated to be \$644,000. Based on this estimated cost and an estimated interest rate of 2.137%, each of the One Hundred and Seventy Five (175) lots would pay \$190.78/year for twenty-five (25) years.

Duration of Local Improvement Tax: The Local Improvement Tax will be levied on an annual basis for twenty-five years.

Funding Sources: 100% of the estimated costs will be funded by the Local Improvement Tax.



MUNICIPAL CLERK'S OFFICE

TO:	Council	
DATE:	November 24, 2020	DIVISION: All
FILE:	N/A	
SUBJECT:	<i>Election Bylaw C-8109-2020</i>	

POLICY DIRECTION:

The *Local Authorities Election Act* (the 'Act') states that Council may pass bylaws and/or resolutions on a number of decisions regarding the conduct of an election.

EXECUTIVE SUMMARY:

The purpose of this report is to propose *Election Bylaw C-8109-2020*, which would provide Rocky View County a bylaw to establish rules for the conduct an election, including general elections, by-elections, and votes on a bylaw or question.

In accordance with the *Act*, Council may provide direction on a number of items. Rocky View County currently does not have one election bylaw that is in alignment with the *Act*, and in an effort to streamline processes, Administration is recommending that all Council directives be amalgamated into *Election Bylaw C-8109-2020* and bylaws that are no longer valid be rescinded (Attachment 'B').

Recognizing that candidate nominations for the next municipal general election begin on January 1, 2021, Administration is recommending *Election Bylaw C-8109-2020* be approved by Council prior to the start of candidate nominations.

Approving *Election Bylaw C-8109-2020* means authorizing the Returning Officer to:

- Negotiate agreements for the conduct of elections with other elected authorities in conjunction with a County election (e.g. administering the school trustee ballot on behalf of Rocky View Schools);
- Count advance vote ballots starting at 7:30 PM on election day;
- Provide electors the option of a blind elector template at an advance vote;
- Designate more than one voting station for each division;
- Collect a nomination deposit of one hundred (\$100.00) dollars;
- Establish the County Hall as the only location where nominations are received;
- Establish what is required for a candidate to withdraw as a candidate during the Nomination Period (January 1, 2021 to September 20, 2021 Noon); and
- Recommend to Council a Substitute Returning Officer appointment.

Additionally, for convenience and ease of understanding of elections processes, *Election Bylaw C-8109-2020* refers to the following prescribed status-quo rules established under the *Act*, regarding:

- Appointment of Returning Officer and Substitute Returning Officer;

Administration Resources

Charlotte Satink, Municipal Clerk's Office



- Conduct of an advance vote;
- Voting hours;
- Voting stations designation; and
- Death of a candidate.

With the existence of COVID-19, elections provincially and at the federal level have prepared for more accessible elections through the administration of mail-in ballots (special ballots). Based on these trends, Administration is recommending that Council direct Administration to bring back future amendments to the *Election Bylaw* to authorize the use of special ballots.

Further election considerations for Council's information include: a review by Administration on the use of alternative voting equipment (ballot count machines) and a policy review of the *Election Sign Bylaw* and *Public Notification Bylaw*. There is no action required by Council on these items at this time.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

DISCUSSION:

Election Bylaw – Council Approval Requested

The following sections of the proposed *Election Bylaw* provides authorization to the Returning Officer outlining the conduct of an election according to Council's directive as permitted under the *Act*.

Joint Agreement

Sections 2 and 3 of the *Act* indicate that Council may by resolution allow the County to enter into an agreement with one of more elected authorities within the area of the local jurisdiction to hold an election separately or in conjunction with another local authority in the same area. Rocky View County has typically had an agreement with Rocky View Schools to administer the school trustee election and has had an agreement with the City of Calgary to share voting station space administering the Calgary Catholic School District election. The provision in the bylaw authorizes the Chief Administrative Officer to negotiate these agreements.

Early Count Centre

Section 85.1(4) of the *Act* indicates that Council may pass a bylaw allow the Returning Officer to count advance ballot boxes starting at 7:30 PM on election day. The rationale to support this provision is to allow for the extra half hour for advance vote counting on election day.

Blind Elector Template

Section 78(4.2) of the *Act* indicates that Council may pass a bylaw setting out the blind elector template and specify when the blind elector template is available and how the municipality will notify the electors of the availability of the blind elector template. The rationale to support this bylaw provision is for the County to be proactive in providing a blind election template during the advance vote, as the *Act* indicates if a blind elector requests a blind elector template prior to June 30 of a general election then the County will be obligated to pass a bylaw.



Voting Stations

Section 37(3) of the *Act* indicates that Council may pass a bylaw allowing the Returning Officer to designate more than one voting station for each division. It has been common practice of the County to allow for more than one voting station per division, which was authorized in the past by the *Adoption of Modified Voting Procedure Bylaw* and a Ministerial Order. Through an amendment to the *Act*, Council is now only required to make provisions through a bylaw.

Nomination Deposit

Section 29 of the *Act* indicates that Council may by bylaw require every nomination be accompanied with a deposit fixed in a bylaw not to exceed one hundred (\$100.00) dollars. This decision is currently identified through the *Nomination Deposit Bylaw* and is amalgamated into the *Election Bylaw* for streamlining purposes.

Nomination

Section 28(1.1) of the *Act* indicates that Council may by bylaw provide that a Returning Officer establish one of more location at any time during the nomination period to receive nominations. This bylaw provision provides clarity in identifying a single location nominations are being accepted which will be at County Hall.

Nomination Withdrawal

Section 32 of the *Act* prescribes how a candidate withdrawal of nominations during the nomination period is to be conducted. However, there are no prescribed forms and limited processes described to administer this process in the *Act*. This bylaw provision assists the Returning Officer by providing a more formalized process of accepting nomination withdrawals.

Recommendation of Substitute Returning Officer

Section 13(2.1) of the *Act*, indicates Council must, by resolution, appoint a Substitute Returning Officer for the purposes of conducting elections, by-election or vote on a question or bylaw. This bylaw provision allows the Returning Officer to make a recommendation for appointment to Council.

Special (Mail-in) Ballots – Council Direction Sought

Section 77.1 of the *Act* indicates that Council may authorize the use of special ballots. The County has not administered special ballots in past elections, however due to COVID-19, election trends has shown that mail in ballots have been used by election officials as a mitigation effort to minimize health risks.

Three provincial elections have occurred in 2020 in the midst of COVID-19, and each provincial election has experienced an increase in mail-in ballot requests:

- New Brunswick's September 2020 provincial election had a 15 percent increase of mail-in ballot requests compared to their last election in 2018;
- British Columbia's October 2020 provincial election had a 43 percent increase of mail-in ballot requests compared to their last election in 2017; and
- Saskatchewan's October 2020 provincial election had a 13 percent increase of mail-in ballot requests compared to their last election in 2016.

In a review of 16 comparable municipalities to the County in population and municipal type, eight municipalities currently authorize the use of special ballots. In recent election training



workshops with other municipalities, municipalities that have not used them in the past are also considering the use of special ballots.

Currently, as per the *Act*, an elector may apply for a special ballot because of physical disability, absence from the local jurisdiction or being an election worker, candidate, official agent or scrutineer on election day. It has been brought to the attention of Municipal Affairs through local jurisdiction election training sessions and the Alberta Municipal Clerk's Association that an amendment to the *Act* would have to be made to allow for COVID-19 reasons to apply for a special ballot request. Municipal Affairs acknowledges this policy gap and is working on a possible amendment to the *Act*.

Administration has evaluated the elections budget and operational capacity to administer a special ballot process and has determined that administering this type of vote is possible for the next general election. The determination of special ballot use was also weighed against providing an accessible alternative form of voting in place of an elector assistance at home vote. This type of voting option has been provided by the County in the past, which due to current COVID-19 health measures is now considered a high-risk activity for election workers and voters.

If Council permits the use of special ballots for the next election, a resolution indicating special ballot application methods, the application start date, and the return date and time when a special ballot is to be received by the Returning Officer must be determined by bylaw prior to September 20, 2021. However, given the new administrative processes that is required to be created to administer a special ballot process, Administration is recommending Council direct Administration to bring back amendments to the *Election Bylaw* to authorize the use of special ballots by the end of December 2020.

Additional Election Considerations – No Action Required by Council

The following election considerations are currently being reviewed by Administration and any changes will require Council approval. There is no action required by Council on these items at this time.

Alternative Voting Equipment (Ballot Count Machines)

Due to a series of recent provincial amendments for the next municipal general election, the County will be required to conduct on behalf of the province, election processes for the senate election as per the *Alberta Senate Election Act* and a provincial referendum vote as per the *Referendum Act*. This means at the next municipal general election, the County will be administering at minimum three ballots at the voting station (councillor ballot, school trustee ballot, senate election ballot) and possibly one or more referendum ballots. This is due to each referendum question asked requiring a separate ballot.

To date, there has not been a determination of a definitive number of referendum questions asked by the province; however, the likelihood of a referendum vote conducted in conjunction with the next municipal general election is likely. A series of workshops held by Municipal Affairs and Elections Alberta in addition to Bill 26, the *Constitutional Referendum Amendment Act* coming into force on July 23, 2020 has indicated municipalities must to be prepared to administer the referendum vote in conjunction with the next general municipal election.

Currently, the County administers its election ballot count by a hand count. During the last election in 2017, with two types of ballots counted at each voting station, the earliest return of election materials on election night from a voting station to the County office was 10:30 PM and the latest was 12:00 AM.



The additional ballots required to be administered for the next election is identified as a risk to be addressed by Administration. Upon the advice of Elections Alberta, Administration is examining the possibility of the use of alternative voting equipment for the upcoming election. Authorization of the use of alternative voting equipment will require amendments to the Election Bylaw.

Election Sign Bylaw

Administration is currently reviewing the *Election Sign Bylaw* for inconsistencies and any realignments required in accordance with the *Land Use Bylaw*.

Public Notification Bylaw

The *Act* requires mandated legislated notifications and allows methods of notification in accordance to section 606.1 of the *Municipal Government Act*, of which includes the methods of notification indicated in the *Public Notification Bylaw*. Administration is currently reviewing the *Public Notification Bylaw* for purposes of any realignments in accordance with the *Act*.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

STRATEGIC OBJECTIVES:

The following strategic objectives are supported with this review: Enhancing Transparency and Communication.

OPTIONS:

- Option #1:
- Motion 1: THAT Bylaw C-8109-2020 be given first reading.
 - Motion 2: THAT Bylaw C-8109-2020 be given second reading.
 - Motion 3: THAT Bylaw C-8109-2020 be considered for third reading.
 - Motion 4: THAT Bylaw C-8109-2020 be given third and final reading.
 - Motion 5: THAT Administration be directed to bring back amendments to Bylaw C-8109-2020 to authorize the use of special ballots by December 31, 2020.
- Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

“Kent Robinson”

“Al Hoggan”

Executive Director

Chief Administrative Officer

ATTACHMENTS:

- Attachment ‘A’ – *Election Bylaw C-8109-2020*
- Attachment ‘B’ – Election Related Bylaws to be Rescinded



BYLAW C-8109-2020

A bylaw of Rocky View County to establish rules for the conduct of Rocky View County elections in accordance with the requirements of the *Local Authorities Election Act*.

WHEREAS, pursuant to section 2 and 3 of the *Local Authorities Election Act*, an elected authority may enter into an agreement with one of more elected authorities within the area of the Local Jurisdiction to conduct an election or to hold an election separately or in conjunction for another local authority;

AND WHEREAS, section 29 of the *Local Authorities Election Act*, an elected authority may by bylaw require that every nomination be accompanied with a deposit fixed in a bylaw not to exceed one hundred (\$100.00) dollars;

AND WHEREAS, section 28(1.1) of the *Local Authorities Election Act*, an elected authority may by bylaw provide that a returning officer may establish one of more location established by the returning officer at any time during the nomination period to receive nominations;

AND WHEREAS, section 73(3) of the *Local Authorities Election Act*, the elected authority must provide for holding an advance vote on the election of municipal councillors, including by-elections and the submission of a bylaw or question to electors;

AND WHEREAS, section 73(6) of the *Local Authorities Election Act*, the Returning Officer must determine the days and hours when the Advance Vote is to be held;

AND WHEREAS, section 75(1) of the *Local Authorities Election Act*, the Returning Officer shall establish the number of advance voting stations the Returning Officer considers necessary;

AND WHEREAS, section 78(4.2) and section 78(4.3) of the *Local Authorities Election Act*, an elected authority may pass a bylaw setting out the blind elector template and specify when the blind elector template is available and how the municipality will notify the electors of the availability of the blind elector template;

AND WHEREAS, section 37 of the *Local Authorities Election Act*, an elected authority may pass a bylaw allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations for that election;

AND WHEREAS, section 37 of the *Local Authorities Election Act*, the returning officer shall designate the location of voting stations;

AND WHEREAS, section 85.1(4) of the *Local Authorities Election Act*, an elected authority may pass a bylaw allowing the returning officer of the elected authority to count the special ballot boxes and advance ballot boxes no earlier than 7:30 PM on election day;



AND WHEREAS, section 13(1) of the *Local Authorities Election Act*, an elected authority may, by resolution appoint a returning officer for the purposes of conducting elections, by-election or vote on a question or bylaw under the *Local Authorities Election Act*;

AND WHEREAS, section 13(2.1) of the *Local Authorities Election Act*, an elected authority must, by resolution, appoint a substitute returning officer for the purposes of conducting elections, by-election or vote on a question or bylaw;

AND WHEREAS, section 33 of the *Local Authorities Election Act*, an elected authority may by a bylaw provide how a an elected authority is to respond if a candidate for an elected authority dies after being nominated;

AND WHEREAS, section 46(2) of the *Local Authorities Election Act*, an Elected Authority may by a bylaw provide that a voting station is to be open before 10 AM;

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title, Purpose, Application, and Definitions

- 1 This bylaw may be cited as the *Election Bylaw*.
- 2 The purpose of this bylaw is to establish rules for conducting Rocky View County elections held in accordance with the *Local Authorities Election Act*.
- 3 This bylaw applies to elections conducted by Rocky View County under the *Local Authorities Election Act*.
- 4 Words in this bylaw have the same meaning as set out in the *Local Authorities Election Act* except for the definitions provided in Schedule 'A' of this bylaw.

Joint Elections

- 5 When Rocky View County conducts an election in conjunction with another elected authority, this bylaw applies to the election conducted for that elected authority.
- 6 The Chief Administrative Officer is authorized to negotiate and enter into agreements on behalf of Rocky View County for conducting elections for other elected authorities.

Appointment of Returning Officer and Substitute Returning Officer

- 7 The appointment of a Returning Officer for the purposes of conducting elections under the *Local Authorities Election Act* is established by Rocky View County's *Chief Administrative Officer Bylaw* and associated *Chief Administrative Officer Delegation Order*.
- 8 The Returning Officer is responsible for exercising all the duties, functions, and powers of a Returning Officer under the *Local Authorities Election Act* and this bylaw.
- 9 The appointment of a Substitute Returning Officer is made by Council resolution on a recommendation by the Returning Officer no later than June 30 of the year in which the



ROCKY VIEW COUNTY

general election is to be held, or for a by-election or vote on a question or bylaw that fixes the day for the by-election or vote on a question or bylaw

- 10 The Substitute Returning Officer is responsible for exercising all the duties, functions, and powers of a Returning Officer under the *Local Authorities Election Act* and this bylaw when the Returning Officer is incapable of performing those duties, functions, and powers.

Nominations and Withdrawal of Nominations

- 11 Nominations for a candidate for the office of councillor must be made in person at the County Hall.
- 12 Every nomination for a candidate for the office of councillor must be accompanied by a deposit of \$100.00 by certified cheque or money order payable to Rocky View County.
- 13 A person nominated as a candidate may withdraw their nomination any time during the nomination period in accordance with section 32 of the *Local Authorities Election Act*, subject to the following:
- (1) the person withdrawing their nomination must provide their withdrawal in writing to the Returning Officer;
 - (2) the withdrawal must include the person's name and the office for which they were nominated, and the withdrawal must be signed and dated by the person; and
 - (3) the person's withdrawal is effective on the date written notice is received by the Returning Officer in accordance with section 13(2) of this bylaw.

Death of a Candidate

- 14 If a candidate dies after being nominated, the Returning Officer will provide notice of the death of the candidate at a conspicuous location in all relevant voting stations.

Blind Elector Template

- 15 Blind elector templates will be made available during the hours of an advance vote at the location of the advance vote.
- 16 Rocky View County will provide notification of the availability of blind elector templates in conjunction with the notification of the advance vote.

Advance Votes

- 17 The Returning Officer shall conduct an advance vote for each election held in accordance with section 37 and 73 the *Local Authorities Election Act* and is authorized to determine the following:
- (1) the location of the advance vote; and
 - (2) the days and hours when the advance vote will be held.

**Voting Stations**

- 18 Each of Rocky View County's electoral divisions are considered to be their own voting subdivision pursuant to section 36(2) of the *Local Authorities Election Act*.
- 19 The Returning Officer designates the location of all voting stations for each voting subdivision pursuant to section 37 of the *Local Authorities Election Act*.
- 20 The Returning Officer is authorized to designate more than one voting station for each voting subdivision and the locations of those additional voting stations.

Voting Hours

- 21 Every voting station will be kept open continuously on election day from 10:00 AM until 8:00 PM.

Early Count

- 22 The Returning Officer is authorized to begin counting ballots from the advance vote starting at 7:30 PM on election day at the counting centre.

Severability

- 23 Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw remain valid and enforceable.

Transitional

- 24 The following bylaws, and any amendments thereto, are repealed upon this bylaw passing and coming into full force and effect:
 - (1) Rocky View County Bylaw 3293-89, being the *Election Nomination Deposit Bylaw*;
 - (2) Rocky View County Bylaw C-6431-2007, being the *Municipal Election Bylaw*;
 - (3) Rocky View County Bylaw C-6888-2010, being the *Voter Identification Bylaw*;
 - (4) Rocky View County Bylaw C-6964-2010, being the *Campaign Disclosure Bylaw*;
 - (5) Rocky View County Bylaw C-7711-2017, being the *Modified Voting Procedure Bylaw*;
- 25 Bylaw C-8109-2020, being the *Election Bylaw*, is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.



ROCKY VIEW COUNTY

READ A FIRST TIME IN COUNCIL this _____ day of _____, 2020

READ A SECOND TIME IN COUNCIL this _____ day of _____, 2020

UNANIMOUS PERMISSION FOR THIRD READING this day of ,2020

READ A THIRD TIME IN COUNCIL this _____ day of _____, 2020

Reeve

Chief Administrative Officer or Designate

Date Bylaw Signed



Bylaw C-8109-2020

Schedule 'A' – Definitions

- 1 **“Advance vote”** means a vote taken in advance of election day pursuant to section 1(a) of the *Local Authorities Election Act*.
- 2 **“Candidate”** means an individual who has been nominated to run for election in a local jurisdiction as a Councillor or school board trustee pursuant to section 1(e.1) of the *Local Authorities Election Act*.
- 3 **“Council”** means the duly elected Council of Rocky View County and includes the Mayor, Deputy Mayor, and all Councillors.
- 4 **“Councillor”** means a duly elected member of Council and includes the Mayor, Deputy Mayor, and all Councillors.
- 5 **“Counting centre”** means the County Hall.
- 6 **“County Hall”** means the County Hall located at 262075 Rocky View Point, Rocky View County, Alberta.
- 7 **“Education Act”** means the *Education Act*, RSA 2000, c E-0.3, as amended or replaced from time to time.
- 8 **“Election”** means a general election, by-election, and a vote on a bylaw or question pursuant to section 1(l) of the *Local Authorities Election Act*.
- 9 **“Elected authority”** means a council under the *Municipal Government Act* or a board of trustees under the *Education Act* pursuant to section 1(k) of the *Local Authorities Election Act*.
- 10 **“Electoral division”** means ward as defined and contemplated in the *Municipal Government Act*.
- 11 **“General election”** means an election held for all the members of an elected authority to fill vacancies caused by the passed of time pursuant to section 1(p) of the *Local Authorities Election Act*.
- 12 **“Local Authorities Election Act”** means the *Local Authorities Election Act*, RSA 2000, c L-21, as amended or replaced from time to time.
- 13 **“Local jurisdiction”** means a municipality or a school division as defined in the *Education Act* pursuant to section 1(r) of the *Local Authorities Election Act*.
- 14 **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.



ROCKY VIEW COUNTY

- 15 **“Nomination day”** means the day referred to in section 25(1) of the *Local Authorities Election Act*.
- 16 **“Nomination period”** means the relevant period referred to in section 25(2) of the *Local Authorities Election Act*.
- 17 **“Returning Officer”** means a person appointed to the position of Returning Officer under the *Local Authorities Election Act*, or their authorized delegate.
- 18 **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.
- 19 **“Substitute Returning Officer”** means a person appointed by Council resolution to the position of Substitute Returning Officer under the *Local Authorities Election Act*.
- 20 **“Voting station”** means the place where an elector votes pursuant to section 1(cc) of the *Local Authorities Election Act*.

MUNICIPAL DISTRICT OF ROCKY VIEW NO. 44

BYLAW NO. 3293-89

Page 1

Being a Bylaw of the Municipal District of Rocky View No. 44 to require every nomination to be accompanied by a deposit for all candidates for election to the Council of the Municipal District of Rocky View No. 44.

WHEREAS Section 29 of the Local Authorities Election Act provides that an elected authority may, by bylaw require every nomination to be accompanied by a deposit fixed by bylaw, which in the case of a local jurisdiction with a population of less than 100,000, may not exceed the sum of \$100;

NOW THEREFORE the Council of the Municipal District of Rocky View No. 44 enacts as follows:

1. That every nomination paper required by the Local Authorities Election Act which nominates a candidate for election as a member of the Council of the Municipal District of Rocky View No. 44 presented to the Returning Officer for the municipal election shall be accompanied by a deposit in the amount of \$100.
2. That the deposit shall be in the form of cash, certified cheque, money order or a cash order payable to the Municipal District of Rocky View No. 44.
3. That unless the deposit is taken into the general revenue of the Municipal District of Rocky View No. 44 in the circumstances provided in Section 30 of the Local Authorities Election Act it shall be returned to the person who furnished it after the Council has been declared elected.
4. This Bylaw comes into force upon receiving third reading.

First reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta, this 15th day of August, 1989 on a motion by Councillor Isley.

Second reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta, this 15th day of August, 1989 on a motion by Councillor Fullerton.

Permission for third reading was not passed unanimously in open Council, assembled in the City of Calgary, in the Province of Alberta this 15th day of August, 1989, on a motion by Councillor Fullerton.

Third and final reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta, this 31st day of October, 1989, on a motion by Councillor Jorgensen.


REEVE OR DEPUTY REEVE


MUNICIPAL SECRETARY

**MUNICIPAL DISTRICT OF ROCKY VIEW No. 44
BYLAW C-6431-2007**

A BYLAW TO ESTABLISH RULES AND PROCEDURES FOR THE CONDUCT OF MUNICIPAL ELECTIONS.

WHEREAS the Local Authorities Election Act, Chapter L-21, as amended, provides for the holding of local elections by municipalities; and

WHEREAS the Local Authorities Election Act, provides options with respect to nomination day and election day hours, voting subdivisions, advance vote, institutional vote, incapacitated elector, and joint elections;

WHEREAS the Act further provides that the municipalities may by agreement conduct an election in conjunction with an election for Trustees or representatives of a school district pursuant to the School Act Chapter S-31, AS 1988 as amended; and

WHEREAS the Municipal Government Act, Chapter M-26, R.S.A. 1980 as amended provides for the submission of bylaws and questions to the electors;

NOW THEREFORE the Council of the Municipal District of Rocky View, in the Province of Alberta hereby ENACTS AS FOLLOWS:

PART I: TITLE

1. This Bylaw shall be called the Municipal Election Bylaw

PART II: DEFINITIONS

2. Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.
3. In this Bylaw:
 - 3.1 "Act" means the Local Authorities Election Act, R.S.A. 2000, Chapter L-21, as amended;
 - 3.2 "Ballot" is the separate marked area on the Ballot Card stating the office(s) and candidates, the question or bylaw to be voted for, indicating all choices available to the Electors and containing spaces in which the Electors mark their votes;
 - 3.3 "Ballot Box" means a container approved by the Returning Officer for Ballot Cards that have been marked by voters;
 - 3.4 "Ballot Card" means a paper card in a form approved by the Returning Officer, listing all Ballots to be voted on in the election;
 - 3.5 "Counting Center" means a controlled access area designated by the Returning Officer equipped for the counting of votes and tabulation of election;
 - 3.6 "Marking Device" means a writing instrument approved by the Returning Officer for use by an Elector in marking a Ballot;
 - 3.7 "Portable Ballot Box" means a container for voted Ballot Cards, in the form approved by the Returning Officer that is not used with a Vote Tabulator;

- 3.8 "Rejected Ballot Card" means a Ballot Card that has been submitted by the Elector under Section 86(1) and (2) of the Local Authorities Election Act.
- 3.9 "Spoiled Ballot Card" means a Ballot Card that has been submitted by the Elector under Section 65 of the Local Authorities Election Act.

PART III: ELECTION ADMINISTRATION

4. APPLICATION OF THE LOCAL AUTHORITIES ELECTION ACT

- 4.1 The provisions of the Act, except as modified by this Bylaw, shall apply to all elections conducted within the Municipal District (MD) of Rocky View.

5. RETURNING OFFICER

- 5.1 The Public Information Officer is hereby appointed as the Returning Officer for the Municipal District of Rocky View for the purpose of conducting elections under the Act. The Returning Officer may be assisted by an Assistant Returning Officer and by one or more Deputy Returning Officers (hereinafter referred to as the 'deputies') and by such other persons as may be necessary to carry out duties under the Act.
- 5.2 The Returning Officer is hereby authorized to appoint one or more deputies and any other election officials deemed necessary for the conduct of the election. The Returning Officer, the Assistant Returning Officer and the deputies are hereby authorized to further sub-delegate all administrative acts necessary for the fulfillment of the duties assigned by this bylaw or by the Act and the Returning Officer and the Assistant Returning Officer are also authorized to perform any acts or duties delegated by the bylaw or by the Act to the deputies.

6. CONDUCT OF ELECTIONS FOR OTHER ELECTED BODIES

- 6.1 An elected authority may hold an election separately or in conjunction with another elected authority in the same area.

7. NOMINATION DAY

- 7.1 Nomination Day shall be four weeks before Election Day.
- 7.2 The Returning Officer shall receive nominations between the hours of 10:00 am and 12:00 noon on Nomination Day.

8. DEPOSIT TO ACCOMPANY NOMINATIONS

- 8.1 Every nomination paper which nominates a candidate for the office of Councillor shall be accompanied by a deposit in the amount of One Hundred (\$100.00) Dollars.
- 8.2 The deposit must be provided in cash, by certified check or money order payable to the MD of Rocky View.
- 8.3 Disposition of the deposit after the election will be according to the Local Authorities Election Act Section 30(2).

9. ELECTORAL DIVISIONS

- 9.1** The Municipal District of Rocky View is divided into nine (9) Electoral Divisions. Pursuant to section 148 of the Municipal Government Act, Council may by bylaw divide the Municipality into wards ("divisions") and establish their boundaries, and, give each division established a name or number or both; and
- 9.2** A bylaw passed under Section 148 must be passed at least 180 days before the General Election at which it is to take effect.

10. ELECTION DAY

- 10.1** General Election Day in the MD of Rocky View shall be the third Monday in October.
- 10.2** Each voting station shall be kept open continuously on Election Day from 10:00 am to 8:00 pm.

11. INCAPACITATED ELECTORS

- 11.1** If an Elector is unable to attend a voting station or an advance voting station because of physical incapacity, that elector may, at least forty-eight (48) hours prior to the date of the Advance Vote, request the Returning Officer have a deputy attend at the elector's place of residence for the purpose of taking the elector's vote.
- 11.2** A Portable Ballot Box will be used by the deputies to take the votes at residences.

12. ADVANCE VOTE

- 12.1** The date(s) and hours of the Advance Vote shall be determined by resolution of Council.
- 12.2** The Advance Vote will use Portable Ballot Boxes.
- 12.3** Where Portable Ballot Boxes are used for the Advance Vote, Institutional Vote, and Incapacitated elector at home vote, the Returning Officer shall:
- 12.3.1** direct the Portable Ballot Boxes be opened by Deputies at the Counting Centre on Election Day; and
- 12.3.2** direct that all ballot cards be removed, counted and the count added to the correct Electoral Division final tally; and
- 12.3.3** direct that a copy or copies of the final vote tally be generated at 8:00 pm on Election Day.

13. BALLOT CARDS

- 13.1** Following nomination day, the Returning Officer shall cause sufficient ballot cards to be printed, containing separate ballots for each office, bylaw or question to be voted on.
- 13.2** Ballot cards for candidates will be in the general form prescribed by the Returning Officer; and the ballots required for offices, bylaws or questions as set out in Section

14.1 herein may be separated or combined in any manner deemed appropriate by the Returning Officer.

14. VOTING PROCEDURES

- 14.1** Each elector, after establishing their eligibility to vote, shall be given one ballot card which has been initialed by a Deputy.
- 14.2** Upon receiving the ballot card, the elector shall forthwith proceed to the voting compartment to vote, marking the ballot with a marking device.
- 14.3** After marking their ballot card, the elector shall leave the voting booth and immediately place the ballot in the ballot box.

15. SPOILED AND REJECTED BALLOT CARDS

- 15.1** If an elector has made a mistake when marking a ballot card, the elector may return the ballot card to the Deputy who issued it.
- 15.2** The Deputy must issue a new ballot card to an elector who establishes there was a mistake and mark the returned ballot card "SPOILED".
- 15.3** If an elector requests another ballot card, the designated Deputy must issue a new ballot card to the elector and marked the returned ballot card "SPOILED".
- 15.4** If the elector refuses to request another ballot card, the Deputy at the ballot box must mark the ballot with the word "REJECTED".
- 15.5** Spoiled ballot cards must be retained and kept separately from all other ballot cards and must not be counted in the election results.
- 15.6** Rejected ballot cards must be retained and kept separately from all other ballot cards.

16. POST VOTE PROCEDURE

- 16.1** The Presiding Deputy shall declare the voting station closed promptly at 8:00 pm in the presence of at least one other Deputy;

Any electors already inside the voting station who wish to vote will be allowed to do so, but no other person shall be allowed to enter the voting station for that purpose, once the voting station has been declared closed.
- 16.2** The Presiding Deputy and the Deputy shall, immediately after the closing of the voting station, and after all voters have left, open the ballot box and proceed to count the votes, with the Presiding Deputy being in charge of the count.
- 16.3** The Deputy shall endorse each void ballot
- 16.4** The Deputy shall, in the prescribed form, make note of any objection to any ballot.

- 16.5** The Presiding Deputy and the Deputy, shall certify the ballot count and sign the ballot account prior to reporting the final tally to the Returning Officer.
- 16.6** The Presiding Deputy shall report the results to the Returning Officer in one or all of the following ways:
- (i) telephone;
 - (ii) delivering the signed ballot account to the Returning Officer;
 - (iii) or by any other means determined by the Returning Officer.
- 16.7** Once the count has been completed and reported, all voted ballot cards should be packaged and sealed, then replaced in the ballot Box;
- 16.8** The unused ballot cards, rejected ballot cards and spoiled ballot cards should be counted, packaged separately and sealed; and placed in the ballot box along with the voting register and all statements; then the ballot box(es) should be sealed and initialed by the Presiding Deputy and the Deputy, ready to be returned to the Returning Officer; and
- 16.9** The Presiding Deputy should complete the ballot account, and deliver it to the Returning Officer as soon as possible.

17. BALLOTS NOT COUNTED

- 17.1** A Ballot will not be counted in the election results if:
- 17.1.1** the ballot card has not been initialed by a Deputy;
 - 17.1.2** more votes are cast on the ballot than an elector is entitled to cast;
 - 17.1.3** the ballot card is torn, defaced or otherwise marked by an elector so he or she can be identified;
 - 17.1.4** no vote has been cast by an elector or the ballot has not been marked sufficiently to discern a vote;

18. RECOUNTS

- 18.1** The Returning Officer may do a recount if a Candidate or the Agent of a Candidate shows grounds that it is warranted according to the Act. The recount can be observed by the Presiding Deputy or Deputy Returning Officer of the relevant voting station(s). The Returning Officer gives final judgment to accept or reject any ballot which is questionable.

19. STORAGE, RETENTION AND DISPOSITION OF ELECTION MATERIAL

- 19.1** The sealed ballot boxes are placed for safe-keeping in the Municipal District of Rocky View's vault and stored for six weeks after election day, before they can be destroyed under the Act, unless a recount is required.
- 19.2** Election files are retained for one year after the election.
- 19.3** Enumeration records are retained permanently.

20. REPEAL OF PREVIOUS ELECTION BYLAWS

- 20.1 That Bylaw C-6431-2007 shall be deemed to repeal Bylaw C-1409-80; a Bylaw to have a voters list in the carrying out of an election in the Municipality and Bylaw C-1950-86; a Bylaw to establish a modified voting system.
- 20.2 That Bylaw C-5298-2000; to establish the boundaries of electoral wards or divisions of the Municipality remains in effect.
- 20.3 Should any provision of this Bylaw be invalid then such invalid provisions shall be severed and the remaining Bylaw be maintained.

PART IV: EFFECTIVE DATE

21. Bylaw C-6431-2007 comes into full force and effect upon third reading thereof.

First reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta, this 27th day of February, 2007, on a motion by Councillor Goode.

Second reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta, this 27th day of February, 2007, on a motion by Deputy Reeve Habberfield.

Permission was granted for third and final reading this 27th day of February, 2007 on a motion by Councillor McLean.

Third reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta, this 27th day of February, 2007, on a motion by Councillor Boehlke.


REEVE / DEPUTY REEVE
MUNICIPAL SECRETARY

**ROCKY VIEW COUNTY
BYLAW C-6888-2010**

A BYLAW OF ROCKY VIEW COUNTY establishing rules and procedures for the purpose of voter identification required for Local Authorities Elections.

WHEREAS Section 53 of the Local Authorities Election Act, Chapter L-21, Revised Statutes of Alberta 2000 and amendments thereto, enables an elected authority to specify the production of identification as an eligibility requirement to vote in a local authority election;

AND WHEREAS the Council of Rocky View County desires to require citizens to produce identification to vote;

NOW THEREFORE the Council of Rocky View County in the Province of Alberta, duly assembled hereby ENACTS AS FOLLOWS:

TITLE

1. This Bylaw shall be called "The Voter Identification Bylaw".

PURPOSE

2. The purpose of this bylaw is to provide confirmation that each citizen voting in a Rocky View County Local Authorities Election, including a By-election, is one and the same as the citizen identified on their completed Form 8: Voting Register and that the citizen is eligible to vote in the Local Authorities Election.

PROCEDURES

3. In addition to meeting the requirement of s. 53(1) of the Local Authorities Election Act, a person who attends at a voting station to vote in an election held pursuant to that Act for which Rocky View County is responsible to conduct the election either as the elected authority or pursuant to an agreement with another elected authority in order to be eligible to vote, must produce for inspection by a Deputy Returning Officer of the voting station one type of identification, verifying the identity and age of the person seeking to vote, from the following list of documents:
 - a) Canadian Driver's or Operator's License;
 - b) Canadian Passport;
 - c) Canadian Military Identification;
 - d) Birth Certificate;
 - e) Baptismal Certificate;
 - f) Alberta Personal Health Card;
 - g) Alberta Identification Card;
 - h) Certificate of Canadian Citizenship;

- i) Veteran Affairs Canada;
 - j) Old Age Security (OAS) Card;
 - k) Firearms License Possession –Acquisition; and
 - l) Firearms –Possession Only License.
3. In the event that Deputy Returning Office is not satisfied the identification verifies the identity and age of the person seeking to vote, the matter will be referred to the Presiding Deputy Returning Officer of the voting station for a final decision.
4. A person who does not meet the requirements of s. 53(1) of the Local Authorities Election Act and s. 3 of this Bylaw is not eligible to vote.

EFFECTIVE DATE

5. This Bylaw comes into full force and effect upon third reading thereof and is signed in accordance with Section 213(3) of the Act.

First reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta this 23rd day of February, 2010, on a motion by Councillor Buckley.

Second reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta this 13th day of April, 2010, on a motion by Councillor Branson.

Third reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta this 13th day of April, 2010 on a motion by Councillor Boehlke.


REEVE/DEPUTY REEVE


MUNICIPAL SECRETARY

**ROCKY VIEW COUNTY
BYLAW C-6964-2010**

A BYLAW OF ROCKY VIEW COUNTY to repeal Bylaw C-6887-2010: Campaign Disclosure Bylaw.

WHEREAS Section 191-2 of the Municipal Government Act, Revised Statutes of Alberta 2000 and amendments thereto, enables an elected authority the power to pass a bylaw under this or any other enactment including the power to amend or repeal the bylaw;

AND WHEREAS the Council of Rocky View County desires to repeal Bylaw C-6887-2010: the Candidate Campaign Disclosure Bylaw because Bill 203: the Local Authorities Election (Finance and Contribution Disclosure) Amendment Act, as of April 22, 2010, significantly updated and expanded Section 147 of the Local Authorities Election Act (LAEA), regarding Candidate Campaign Contributions and Expenses;

AND WHEREAS the LAEA Part 5.1 Municipal Election Finance and Contribution Disclosure Section 147 takes precedence over Bylaw C-6887-2010;

NOW THEREFORE the Council of Rocky View County in the Province of Alberta, duly assembled hereby ENACTS AS FOLLOWS:

1. This Bylaw comes into full force and effect upon third reading thereof and is signed in accordance with Section 213(3) of the Act.
2. Bylaw C-6887-2010 is hereby repealed.

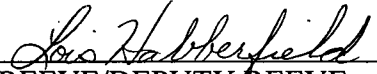
EFFECTIVE DATE


First reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta this 20th day of July, 2010, on a motion by Councillor Branson.

Second reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta this 20th day of July, 2010, on a motion by Councillor Rheubottom.

Permission was granted for third and final reading this 20th day of July, 2010 on a motion by Councillor McLean.

Third reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta this 20th day of July, 2010 on a motion by Deputy Reeve Loudon.


REEVE/DEPUTY REEVE


MUNICIPAL SECRETARY



BYLAW C-7711-2017

A Bylaw of Rocky View County to adopt a Modified Voting Procedure.

WHEREAS: Council of Rocky View County recognizes that the County is a geographically diverse area and that the Returning Officer may need the flexibility to add voting stations to some divisions;

THEREFORE: Pursuant to the Provisions of the *Local Authorities Elections Act*, RSA 2000, c L-21, and amendments thereto, and under the authority of Ministerial Order No. MSL:087/17, the Council of Rocky View County, in the Province of Alberta, enacts as follows:

1. Rocky View County, hereby adopts the modified system of conducting an election as prescribed by the *Modified Voting Procedure Regulation*, Alta Reg 5/2007, section 2(b) "the location of more than one voting station may be designated for each voting subdivision."
2. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000, c L-21.
3. This bylaw shall come into force and effect upon the date of the passing of the third and final reading.

READ A FIRST TIME IN COUNCIL this

12th day of September, 2017

READ A SECOND TIME IN COUNCIL this

12th day of September, 2017

~~UNANIMOUS PERMISSION FOR THIRD READING~~

~~day of , 2017~~

READ A THIRD TIME IN COUNCIL this

14th day of September, 2017



Reeve



CAO or Designate



Date Bylaw Signed

Bylaw C-7711-2017 Attachment 'A' – Ministerial Order No. MSL:087/17



ALBERTA
MUNICIPAL AFFAIRS


*Office of the Minister
MLA, Leduc-Beaumont*

MINISTERIAL ORDER NO. MSL:087/17

I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Section 160(2) of the *Local Authorities Election Act*, make the following order:

For the purpose of conducting the 2017 general election in Rocky View County, the municipal council is hereby granted approval to pass a bylaw authorizing the designation of additional voting stations as may be required.

Dated at Edmonton, Alberta, this 14th day of August, 2017.


for Shaye Anderson
Minister of Municipal Affairs



MUNICIPAL CLERK'S OFFICE

TO: Council

DATE: November 24, 2020

DIVISION: N/A

FILE: 0195

SUBJECT: Participation in closed sessions through electronic means

POLICY DIRECTION:

On November 10, 2020, Council passed a resolution that directed Administration to bring back a report to the next Council meeting with a procedure which would allow councillors attending remotely to participate in closed sessions.

EXECUTIVE SUMMARY:

This report discusses existing closed session rules and the risks associated with allowing a member to participate electronically in a closed session.

Both the *Municipal Government Act* and the Procedure Bylaw allow for a council or council committee meeting to be conducted by electronic means and for a member to participate in the meeting through electronic means. The option of participating electronically in a closed session is at the discretion of each municipality.

Section 31 of the Procedure Bylaw states that closed sessions cannot be conducted through electronic means. Members participating in a meeting electronically cannot participate in any closed sessions but must vote on a matter put to a vote unless the member is required or permitted to abstain from voting under the Procedure Bylaw or any other enactment.

Closed sessions are held if there is an exception to disclosure under the *Freedom of Information and Protection of Privacy Act*. Closed sessions allow a safe environment for a council or council committee to discuss confidential matters where disclosure could be harmful to personal privacy, individual public safety, law enforcement, intergovernmental relations, confidential evaluations, local public body confidence, advice from officials, or information that is subject to legal privilege, to name a few.

To further ensure the confidentiality of closed sessions, the Procedure Bylaw states that members must not bring electronic devices into closed sessions, and members must not record, take notes, or otherwise document closed session proceedings.

Members are also bound by code of conduct bylaws that further identify members' responsibilities regarding confidential information.

The risks associated with members participating electronically in closed sessions include:

1. unsecured internet (wifi) connection used by a member;
2. unsecured telephone connection used by a member; and
3. information discussed could be overheard by a person.



ROCKY VIEW COUNTY

If Council is prepared to accept to the identified risks, Administration recommends amending section 31 of the Procedure Bylaw to:

1. state that closed sessions may be conducted through electronic means;
2. state that members participating in a meeting through electronic means may participate in any closed sessions;
3. include a subsection that states in order for a closed session to be held through electronic means, or in order for a member to participate in a closed session through electronic means, Council or the Committee must provide authorization by resolution. If authorization is not provided, either the closed session cannot be held through electronic means or the Member cannot participate in the Closed Session through electronic means; and
4. include a further subsection that clarifies that members who are unable to participate in a closed session are still required to vote on a matter put to a vote at the Meeting unless that Member is required or permitted to abstain from voting under the MGA or another enactment.

ADMINISTRATION RECOMMENDATION:

If Council is amenable to the identified risks, Administration recommends approval in accordance with Option #1.

BUDGET IMPLICATIONS:

N/A

OPTIONS:

- Option #1:
- Motion #1: THAT Bylaw C-8110-2020 be given first reading.
 - Motion #2: THAT Bylaw C-8110-2020 be given second reading.
 - Motion #3: THAT Bylaw C-8110-2020 be considered for third reading.
 - Motion #4: THAT Bylaw C-8110-2020 be given third and final reading.
- Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

“Kent Robinson”

“Al Hoggan”

Executive Director
Corporate Services

Chief Administrative Officer

CS

ATTACHMENT:

ATTACHMENT ‘A’: Bylaw C-8110-2020



ROCKY VIEW COUNTY

BYLAW C-8110-2020

A Bylaw of Rocky View County, in the Province of Alberta, to amend the *Procedure Bylaw*.

WHEREAS section 191 of the *Municipal Government Act* allows Council to amend bylaws;

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title

- 1 This bylaw may be cited as *Bylaw C-8110-2020*.

Definitions

- 2 Words in this Bylaw have the same meaning as those set out in the *Municipal Government Act* except as follows:
- (1) **“*Procedure Bylaw*”** means Rocky View County Bylaw C-7907-2019, being the *Procedure Bylaw*, as amended or replaced from time to time; and
 - (2) **“*Municipal Government Act*”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.

Effect

- 3 Section 31 of the *Procedure Bylaw* is amended as follows:

~~“Closed Sessions cannot~~ **may** be conducted through electronic means, and Members participating in a Meeting through electronic means ~~cannot~~ **may** participate in any Closed Sessions held at that Meeting. ~~but are required to vote on a matter put to a vote at the meeting unless the Member is required or permitted to abstain from voting under this or any other enactment.”~~

- 4 Subsection 31(1) is added to the *Procedure Bylaw* with the following wording:

“In order for a Closed Session to be held through electronic means, or in order for a Member to participate in a Closed Session through electronic means, Council or the Committee must provide authorization by resolution. If authorization is not provided, either the Closed Session cannot be held through electronic means or the Member cannot participate in the Closed Session through electronic means.”

- 5 Subsection 31(2) is added to the *Procedure Bylaw* with the following wording:

“Members who are unable to participate in a Closed Session are still required to vote on a matter put to a vote at the Meeting unless that Member is required or permitted to abstain from voting under the *Municipal Government Act* or another enactment.”

Transitional

- 6 Bylaw C-8110-2020 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this _____ day of _____, 2020

READ A SECOND TIME IN COUNCIL this _____ day of _____, 2020

UNANIMOUS PERMISSION FOR THIRD READING this _____ day of _____, 2020

READ A THIRD TIME IN COUNCIL this _____ day of _____, 2020

Reeve

Chief Administrative Officer or Designate

Date Bylaw Signed

Division	Status	Topic	Description	Date Raised Scheduled	Target Completion Date	Responsible Area
9	Active	High-Speed Internet Servicing	<p>This Notice of Motion was read into the record at the April 28, 2020 Council meeting, and will be debated at the May 12, 2020 Council meeting.</p> <p>The proposed resolution was tabled until the May 26, 2020 Council meeting at the May 12, 2020 Council meeting.</p> <p>The proposed resolution was referred to Administration to hold a workshop with Council by the end of September, 2020.</p> <p>Council held a workshop on September 30, 2020 and Administration will return to Council with a draft policy for consideration at a future meeting.</p>	28-Apr-20	Winter 2020	Corporate Services Division
5	Active	Prince of Peace Local Improvement Tax Petition	Administration was directed at the July 28, 2020 Council meeting to prepare a Local Improvement Plan and corresponding borrowing bylaw for the water system in the Prince of Peace subdivision for Council's consideration.	28-Jul-20	24-Nov-20	Financial Services
All	Active	Board and Committee Amendments	Administration was directed at the October 27, 2020 Council meeting to bring back amendments to standardize the term lengths for all boards and committees by the end of June, 2021.	27-Oct-20	22-Jun-21	Municipal Clerk's Office
All	Active	Procedure Bylaw Amendment to Allow for Electronic Closed Sessions	<p>Administration was directed at the March 12, 2019 Council meeting to open up discussions with the current utility owner on future servicing strategies.</p> <p>Administration was directed at the June 25, 2019 Council meeting to continue with negotiations as outlined in the confidential report.</p>	10-Nov-20	24-Nov-20	Municipal Clerk's Office
All	Active	Board and Committee Bylaw Amendment for Councillor Updates	<p>Administration was directed at the March 12, 2019 Council meeting to open up discussions with the current utility owner on future servicing strategies.</p> <p>Administration was directed at the June 25, 2019 Council meeting to continue with negotiations as outlined in the confidential report.</p>	27-Oct-20	26-Jan-21	Municipal Clerk's Office
All	Active	Enforcement of the Traffic Safety Act on Primary Highways	Administration was directed at the April 28, 2020 Council meeting to hold a workshop on the enforcement of the Highway Traffic Safety Act on primary highways.	28-Apr-20	Fall 2020	Municipal Enforcement
All	Active	Feasibility of Cemetery Services	Administration was directed at the November 4, 2019 Council meeting to look at the feasibility of Cemetery Services and investigate potential options for Council's consideration.	4-Nov-19	24-Nov-20	Operational Services
5	Active	Creation of Authorized Truck Routes/Truck Haul Agreements	Administration was directed at the November 26, 2019 Council meeting to assess the feasibility of authorized truck haul routes or agreements for Burma Road, Weedon Trail, and Horse Creek Road.	26-Nov-19	Fall 2020	Operations Division

Division	Status	Topic	Description	Date Raised Scheduled	Target Completion Date	Responsible Area
All	Active	Transportation Offsite Levy Bylaw Report on Special Levy Areas	Administration was directed at the June 9, 2020 Council meeting to bring a report back by the end of October, 2020 regarding "12.5% impact and change bylaw for provincial infrastructure on where funds could be allocated for best use."	9-Jun-20	Fall 2020	Operations Division
All	Active	County Plan Amendments to Accommodate Developer-led ASP	Administration was directed at the February 11, 2020 Council meeting to draft amendments to the County Plan to allow a development proponent to prepare a new ASP or amendment to an ASP subject to a Council-adopted Terms of Reference and that amendments to the County Plan allow a development proponent to prepare a new ASP or amendment to as ASP be included in the current drafting of a new MDP.	11-Feb-20	Fall 2020	Planning and Development Services
All	Active	Area Structure Plan Cost Recovery Policy	Administration was directed at the September 22, 2020 Council meeting to review the existing Conceptual Scheme Cost Recovery Policy, and to return to Council with proposed revisions by December 22, 2020.	22-Sep-20	22-Dec-20	Planning and Development Services
1	Active	Bragg Creek Hamlet Expansion Strategy	Council adopted a terms of reference for the Bragg Creek Hamlet Expansion Strategy Project at the January 8, 2019 Council meeting. Administration was directed at the May 12, 2020 Council meeting to continue with the project and to finalize amendments to the Greater Bragg Creek ASP based on higher residential densities.	8-Jan-19	Winter 2020	Planning and Development Services
All	Active	New Municipal Development Plan	Administration was directed at the May 18, 2018 Council meeting to initiate the process of amending the County Plan. Administration was further directed at the March 12, 2019 Council meeting to begin the process of creating a new Municipal Development Plan.	8-May-18	8-Dec-20	Planning and Development Services

Division	Status	Topic	Description	Date Raised Scheduled	Target Completion Date	Responsible Area
5	Active	Janet ASP Amendment for an Expanded Study Area	Council approved the project terms of reference at the April 30, 2019 Council meeting, and provided further direction to expand the project area at the May 28, 2019 Council meeting.	30-Apr-19	Summer 2020	Planning and Development Services
All	Active	Recreation and Parks Master Plan	<p>Council approved a new Recreation Governance Model at the July 23, 2020 Council meeting, and directed Administration to begin the implementation process.</p> <p>Council approved the Recreation and Parks Master Plan terms of reference at the January 14, 2020 Council meeting.</p>	23-Jul-20	Fall 2020	Recreation, Parks and Community Support