



## COUNCIL MEETING AGENDA

Date: Tuesday, June 28, 2022  
Time: 9:00 AM  
Location: Council Chambers  
262075 Rocky View Point  
Rocky View County, AB T4A 0X2

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### Pages

**A. CALL MEETING TO ORDER**

**B. UPDATES/APPROVAL OF AGENDA**

**C. APPROVAL OF MINUTES**

1. June 14, 2022 Council Meeting Minutes 3

**D. FINANCIAL REPORTS**

No items

**E. PUBLIC HEARINGS / APPOINTMENTS**

The following public hearings were advertised on May 31, 2022 and June 7, 2022 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 3 - Bylaw C-8295-2022 - Road Closure Application 12

File: PL20210179 (07935003/6004)

2. Division 4 - Bylaw C-8192-2021 - Redesignation Item Residential Use 34

File: PL20210089 (07711001)

**AFTERNOON PUBLIC HEARINGS / APPOINTMENTS 1:00 PM**

3. Division 3 - Bylaw C-8260-2022 - Redesignation Item Agricultural Use 52

File: PL20210157 (10025001)

**F. GENERAL BUSINESS**

1. Division 6 - Bow Valley Agricultural Society Letter of Support 66

File: N/A

2. Division 7 - Langdon Recreation Grant Program Policy, C-328 69

File: N/A

3. All Divisions - 2021 Municipal Election Debrief 89

File: N/A

<b>G. BYLAWS</b>	
1. All Divisions - Consideration of Third Reading of Procedure Bylaw C-8277-2022	97
File: N/A	
2. Division 3 - Bylaw 8305-2022 - First Reading Bylaw – Agricultural Redesignation	163
File: PL20210146 (07923023)	
<b>H. SUBDIVISION APPLICATIONS</b>	
1. Division 3 - Agricultural Subdivision - First Parcel Out	174
File: PL20210108 (07936001)	
<b>I. UNFINISHED BUSINESS</b>	
No items	
<b>J. COUNCILLOR REPORTS</b>	
1. All Divisions - Calgary Metropolitan Region Board (CMRB) Update	
File: N/A	
<b>K. MANAGEMENT REPORTS</b>	
1. All Divisions - 2022 Council Priorities and Significant Issues List	191
File: N/A	
<b>L. NOTICES OF MOTION</b>	
No items	
<b>M. CLOSED SESSION</b>	
1. RVC2022-16 - Proposed City of Calgary Annexation Negotiations	
THAT Council move into closed session to consider the confidential item "Proposed City of Calgary Annexation Negotiations" 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	
<b>N. ADJOURN THE MEETING</b>	



**COUNCIL MEETING MINUTES**

Tuesday, Jun 14, 2022  
9:00 AM  
Council Chambers  
262075 Rocky View Point  
Rocky View County, AB T4A 0X2

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Present: Mayor D. Kochan  
Deputy Mayor C. Kissel  
Councillor K. Hanson  
Councillor S. Wright (arrived at 9:04 a.m.)  
Councillor G. Boehlke  
Councillor S. Samra  
Councillor A. Schule

Also Present: D. Wandzura, Chief Administrative Officer  
B. Riemann, Executive Director, Operations  
K. Robinson, Executive Director, Corporate Services  
B. Beach, A/Executive Director, Community Development Services  
A. Zaluski, Director, Legislative and Intergovernmental Services  
C. Whitney, Director, Human Resources  
C. Denison, Manager, Marketing and Communications  
D. Lang, Manager, Recreation, Parks and Community Support  
J. Fleischer, A/Manager, Agricultural and Environmental Services  
L. Wesley, Manager, Enforcement Services  
D. Kazmierczak, Manager, Planning  
O. Newmen, Supervisor Planning and Development, Planning  
R. Caskey, Planner, Planning  
T. Andreasen, Legislative Officer, Legislative and Intergovernmental Services  
E. McGuire, Legislative Officer, Legislative and Intergovernmental Services  
M. Mitton, Legislative Officer, Legislative and Intergovernmental Services

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**A     Call Meeting to Order**

The Chair called the meeting to order at 9:00 a.m. with all members present, with the exception of Councillor Wright.

**B     Updates/Approval of Agenda**

MOVED by Councillor Samra that the June 14, 2022 Council meeting agenda be accepted as amended.

Carried  
Absent: Councillor Wright

Councillor Wright arrived to the meeting at 9:04 a.m.



**L-1 All Divisions - 9:00 AM Appointment - Presentation by RCMP Detachment Commanders**

**File: N/A**

Presenter: Inspector Lauren Weare, RCMP  
Staff Sergeant Chad Fournier, RCMP  
Staff Sergeant Mark Wielgosz, RCMP

MOVED by Councillor Wright that the presentations from the Airdrie, Cochrane and Strathmore RCMP Detachment Commanders be received as information.

Carried

The Chair called for a recess at 10:19 a.m. and called the meeting back to order at 10:30 a.m. with all previously mentioned members present.

**E-1 Division 5 - Bylaw C-8204-2021 - Redesignation Item: Commercial**  
**File: PL20210103 (06513005)**

MOVED by Councillor Boehlke that the public hearing for item E-1 be opened at 10:31 a.m.

Carried

Person(s) who presented: Steve Grande (Applicant)

Person(s) who presented in favour: John Elstone

Person(s) who presented in opposition: None

Person(s) who presented rebuttal: None

MOVED by Councillor Boehlke that the public hearing for item E-1 be closed at 11:16 a.m.

Carried

The Chair called for a recess at 11:17 a.m. and called the meeting back to order at 11:24 a.m. with all previously mentioned members present.

Main Motion

MOVED by Councillor Boehlke that Bylaw C-8204-2021 be referred back to Administration for the Applicant to prepare a conceptual scheme covering items listed under Policy 6.4.5 of the Balzac West Area Structure Plan with the addition of transportation and servicing impacts and connections.

Amending Motion

Councillor Wright amended the main motion as follows:

THAT Bylaw C-8204-2021 be referred back to Administration for the Applicant to prepare a conceptual scheme covering items listed under Policy 6.4.5 of the Balzac West Area Structure Plan with the addition of transportation, **stormwater management, phasing,** and servicing impacts and connections.





Further Amending Motion

Councillor Boehlke further amended the main motion as follows:

THAT Bylaw C-8204-2021 be referred back to Administration for the Applicant to prepare a conceptual scheme covering items listed under Policy 6.4.5 of the Balzac West Area Structure Plan with the addition of transportation, **stormwater management, phasing**, and servicing impacts and connections.

Defeated

The Chair then called for a vote on the original amending motion.

THAT Bylaw C-8204-2021 be referred back to Administration for the Applicant to prepare a conceptual scheme covering items listed under Policy 6.4.5 of the Balzac West Area Structure Plan with the addition of transportation, **stormwater management, phasing**, and servicing impacts and connections.

Carried

The Chair then called for a vote on the main motion.

THAT Bylaw C-8204-2021 be referred back to Administration for the Applicant to prepare a conceptual scheme covering items listed under Policy 6.4.5 of the Balzac West Area Structure Plan with the addition of transportation, stormwater management, phasing, and servicing impacts and connections.

Carried

**C-1 May 17, 2022 Council Meeting Minutes**

**C-2 May 31, 2022 Council Meeting Minutes**

MOVED by Councillor Wright that the May 17, 2022 and May 31, 2022 Council meeting minutes be approved as presented.

Carried

**G-1 Division 5 - Bylaw C-8218-2021 Redesignation Item: Residential Use**  
**File: PL20210129 (07218004)**

MOVED by Councillor Boehlke that application PL20210129 be refused.

Carried

**F-1 All Divisions - Late Tax Payment Penalty**  
**File: 0785**

MOVED by Councillor Schule that the Late Tax Payment Penalty report be received for information.

Defeated

MOVED by Councillor Hanson that Administration be directed to bring back a Late Tax Payment Penalty bylaw that reflects a penalty structure of 4% applied on July 1, 4% applied on September 1, and a further 4% applied on November 1.

Carried



The Chair called for a recess at 12:14 p.m. and called the meeting back to order at 1:01 p.m. with all previously mentioned members present.

**F-2 Division 7 - Langdon Library Society Letter of Support**  
**File: N/A**

MOVED by Councillor Schule that Administration be authorized to provide a letter of support for the Langdon Library Society's application to the Community Facility Enhancement Program, as per Attachment 'A'

Carried

**F-3 All Divisions - 2022 Dates of Significance**  
**File: N/A**

MOVED by Councillor Hanson that the 2022 Dates of Significance Calendar, as presented in Attachment 'A', be received for information.

Carried

**F-4 All Divisions - Death in Service Policy C-120**  
**File: N/A**

MOVED by Deputy Mayor Kissel that the Death in Service Policy C-120 be amended as per Attachment 'A'.

Carried

**F-5 All Divisions - Rocky View County Mosquito Control Program**  
**File: N/A**

MOVED by Councillor Schule that the Rocky View County Mosquito Control Program report be received for information.

Carried

**G-2 All Divisions - Procedure Bylaw C-8277-2022**  
**File: N/A**

MOVED by Deputy Mayor Kissel that Council move into closed session at 1:19 p.m. under the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 24 – Advice from officials
- Section 27 – Privileged information

Carried

Council held the closed session with the following additional people in attendance:

Rocky View County:	D. Wandzura, Chief Administrative Officer
	B. Riemann, Executive Director, Operations
	K. Robinson, Executive Director, Corporate Services
	B. Beach, A/Executive Director, Community Development Services



A. Zaluski, Director of Legislative and Intergovernmental Services

T. Andreasen, Legislative Officer, Legislative and Intergovernmental Services

MOVED by Councillor Hanson that Council move into open session at 2:03 p.m.

Carried

MOVED by Councillor Hanson that section 14 of Bylaw C-8277-2022 be amended as follows:

The term of appointment of the Mayor is for ~~two~~ **one** years and will not extend beyond the term of office of that person as Councillor. Only one Councillor may be appointed as Mayor at a time and the position of Mayor must be filled at all times.

Carried

MOVED by Councillor Hanson that section 83 of Bylaw C-8277-2022 be amended as follows:

Members should make their declarations of pecuniary interest, **including the general nature of the pecuniary interest**, at the onset of the meeting at which they have a pecuniary interest, as well as at the onset of the agenda item for which they have the pecuniary interest.

Carried

MOVED by Councillor Wright that section 111 of Bylaw C-8277-2022 be amended as follows:

When a member continues to breach the rules in this bylaw, the Chair may request that another member move a motion to remove the unruly member from either the balance of the meeting or until such a time provided in the motion **so long as that time does not extend beyond the balance of the meeting**. If the motion passes, the member must leave the meeting.

Carried

MOVED by Councillor Wright that section 112 of Bylaw C-8277-2022 be amended as follows:

When the Chair continues to fail to adhere to the rules of this bylaw, a member may make a motion to remove the unruly Chair from either the balance of the meeting or until such a time provided in the motion **so long as that time does not extend beyond the balance of the meeting**. If the motion passes, the Chair must leave the meeting.

Carried

MOVED by Councillor Wright that section 116 of Bylaw C-8277-2022 be amended as follows:

Council or the committee may by resolution permit the member of the public to speak on the agenda item or may by resolution receive the written submission on the agenda item. Members of the public who are permitted to address Council or the committee have a maximum speaking time of ~~20~~ **5** minutes, unless otherwise provided for by resolution.

Carried



MOVED by Councillor Wright that section 188 of Bylaw C-8277-2022 be amended as follows:

Presentations at a public hearing, ~~whether by an individual or group,~~ are limited to five minutes **for an individual, or 10 minutes for a group,** unless extended by a resolution of Council.

Carried

MOVED by Councillor Wright that section 183 of Bylaw C-8277-2022 be amended as follows:

Pre-recorded audio/video submissions at a public hearing, ~~whether submitted by an individual or a group,~~ are limited to five minutes **for an individual, or 10 minutes for a group,** each unless extended by a resolution of Council.

Carried

MOVED by Councillor Wright that section 36(2) of Bylaw C-8277-2022 be amended as follows:

The Chief Administrative Officer **must also continue to permit the submission of pre-recorded audio/video presentations for public hearing items and** may provide for other methods ~~found in this bylaw, such as pre-recorded audio or video submissions, or for other methods not found in this bylaw,~~ such as virtual presentations through the electronic meeting platform.

Carried

MOVED by Councillor Hanson that Bylaw C-8277-2022 be given first reading, as amended.

Carried

MOVED by Councillor Boehlke that Bylaw C-8277-2022 be given second reading, as amended.

Carried

MOVED by Councillor Samra that Bylaw C-8277-2022 be considered for third reading, as amended.

Defeated

**G-3 Division 5 - Bylaw C-8303-2022 – First Reading Bylaw – Residential Redesignation**  
**File: PL20220014 (05335005)**

**G-4 Division 1 - Bylaw C-8302-2022 – First Reading Bylaw - Redesignation Item: Residential Use**  
**File: PL20220047 (04710003)**

MOVED by Councillor Hanson that the following bylaws be given first reading:

- Bylaw C-8303-2022; and
- Bylaw C-8302-2022.

Carried

**I-1 All Divisions - Calgary Metropolitan Region Board (CMRB) Update**

The 2022 Calgary Metropolitan Region Board (CMRB) Update for June 14, 2022 was provided as information.



**J-1 All Divisions - 2022 Council Priorities and Significant Issues List**

The 2022 Council Priorities and Significant Issues List for June 14, 2022 was provided as information.

**M-1 RVC2022-12 - Chief Administrative Officer Report**  
**File: RVC2022-12**

**M-2 RVC2022-13 - City of Calgary Annexation Update**  
**File: RVC2022-13**

**M-3 RVC2022-15 - Sale of the Chestermere Recreation Centre to the City of Chestermere**  
**File: RVC2022-15**

Councillor Wright left the meeting at 3:04 p.m. and did not return

MOVED by Councillor Hanson that Council move into closed session at 3:04 p.m. to consider the following item under the following sections of the *Freedom of Information and Protection of Privacy Act*:

M-1 – RVC2022-12 – Chief Administrative Officer Report

- Section 24 – Advice from officials

M-2 – RVC2022-13 – City of Calgary Annexation Update

- 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

M-3 – RVC2022-15 – Sale of the Chestermere Recreation Centre to the City of Chestermere

- Section 24 – Advice from officials
- Section 25 – Disclosure harmful to the economic or other interests of a public body

Carried

Absent: Councillor Wright

MOVED by Councillor Hanson that Council move into open session at 5:48 p.m.

Carried

Absent: Councillor Wright



Council held the closed session for confidential items M-1 with the following additional people in attendance:

Rocky View County: D. Wandzura, Chief Administrative Officer

Council held the closed session for confidential items M-2 with the following additional people in attendance:

Rocky View County: D. Wandzura, Chief Administrative Officer  
B. Riemann, Executive Director, Operations  
K. Robinson, Executive Director, Corporate Services  
B. Beach, A/Executive Director, Community Development Services  
A. Zaluski, Director, Legislative and Intergovernmental Services  
J. Anderson, Supervisor Planning Policy, Planning  
B. Manshanden, Intergovernmental Strategist, Legislative and Intergovernmental Services

Council held the closed session for confidential items M-3 with the following additional people in attendance:

Rocky View County: D. Wandzura, Chief Administrative Officer  
B. Riemann, Executive Director, Operations  
K. Robinson, Executive Director, Corporate Services  
B. Beach, A/Executive Director, Community Development Services  
S. Hulsman, Manager, Transportation Services

**M-2 RVC2022-13 - City of Calgary Annexation Update**  
**File: RVC2022-13**

MOVED by Councillor Samra that the confidential report on the proposed annexation be received for information.

Carried  
Absent: Councillor Wright

**M-3 RVC2022-15 - Sale of the Chestermere Recreation Centre to the City of Chestermere**  
**File: RVC2022-15**

MOVED by Deputy Mayor Kissel that Administration be directed to withdraw from current and future negotiations with the City of Chestermere for the sale of the Chestermere Recreation Centre.

Carried  
Absent: Councillor Wright



**N     Adjourn the Meeting**

MOVED by Councillor Hanson that the June 14, 2022 Council Meeting be adjourned at 5:50 p.m.

Carried  
Absent: Councillor Wright

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Mayor or Deputy Mayor

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Chief Administrative Officer



## PLANNING

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<b>TO:</b>	Council	
<b>DATE:</b>	June 28, 2022	<b>DIVISION:</b> 3
<b>TIME:</b>	Morning Appointment	
<b>FILE:</b>	07935003/6004	<b>APPLICATION:</b> PL20210179
<b>SUBJECT:</b>	Road Closure Application	

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**APPLICATION:** To close the road allowance between the east half of Section 35 and the west half of Section 36 within Township 27, Range 05, West of the 5th Meridian and consolidate it into one parcel to be made from the SE-35 and SW-36.

**GENERAL LOCATION:** Located approximately 0.81 kilometres (0.50 miles) west of Horse Creek Road, 0.81 kilometres (0.50 miles) east of Grand Valley Road and adjacently south of Township Road 280.

**EXECUTIVE SUMMARY:** The application is inconsistent with the requirements of Road Allowance Closure and Disposal Policy C-443 as it proposes closure of a road allowance that is not adjacent to the property with which it is to be consolidated.

The proposal has been made to close and consolidate the portion of the road allowance that was previously licensed for access. This road allowance currently has a private driveway to the SE-35 where the applicant has constructed their dwelling.

Sufficient road access is present for the existing parcels in the area; however, limited road connections are available for future access to the NE-35 and NW-36 if this road allowance was to be closed. Range Road 51 is currently constructed north of Township Road 280 and approximately 300 metres south of the applicant's quarter sections.

Administration notes that application does not align with the County's Policy Road Allowance Closure and Disposal Policy C-443 as the northern portion of the proposed road allowance closure would hinder access to properties within the NE-35-27-05-W05M and NW-36-27-05-W05M quarter sections. Although Administration is recommending refusal of this application, in accordance with Option #3, it is also noted that Council is currently reviewing its road allowance licensing process and therefore Option #2 to refer the application back to Administration has been provided for Council's consideration.

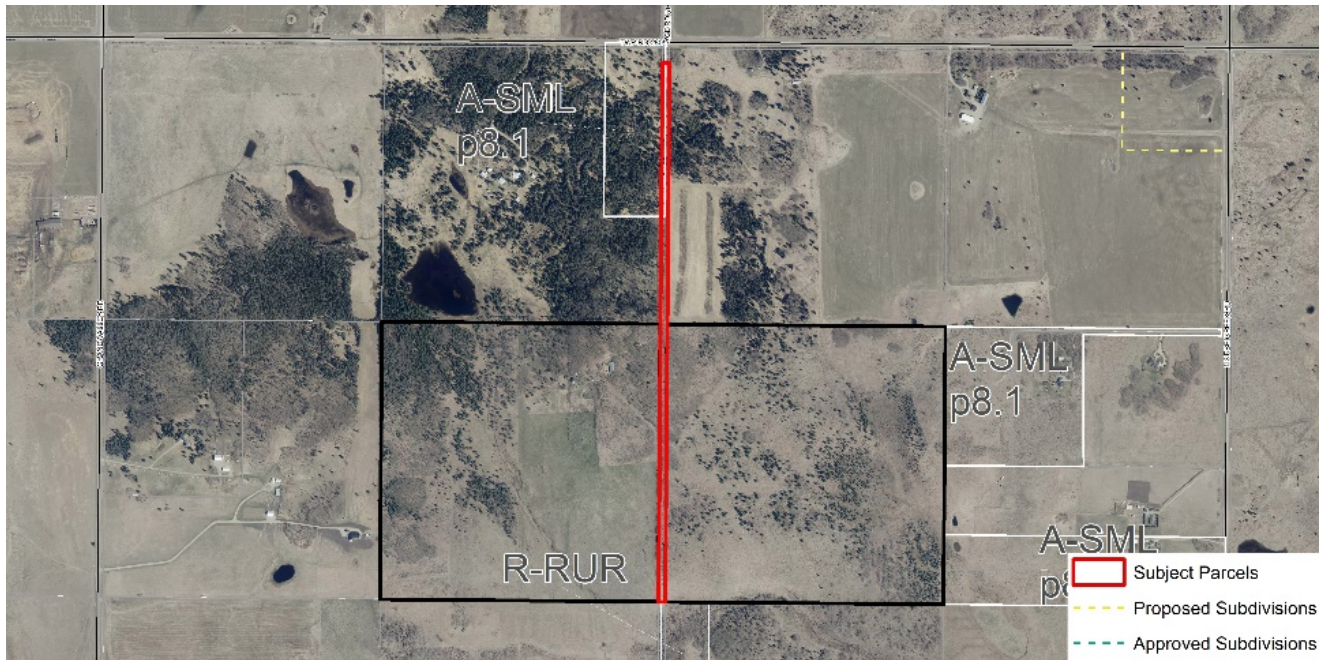
**ADMINISTRATION RECOMMENDATION:** Administration recommends refusal in accordance with Option #3.

### OPTIONS:

- Option #1:     Motion #1:     THAT Bylaw C-8295-2022 be given first reading.
- Motion #2:     THAT Bylaw C-8295-2022 be forwarded to the Minister of Transportation.
- Option #2:     THAT Bylaw C-8295-2022 be referred to Administration until such time as Council has made a determination on a Bylaw respecting road allowance licensing.
- Option #3:     THAT Bylaw C-8295-2022 be refused.



**AIR PHOTO & DEVELOPMENT CONTEXT:**



**APPLICATION EVALUATION:**

The application was evaluated based on the technical reports submitted with the application and the applicable policies and regulations.

<p><b>APPLICABLE POLICY AND REGULATIONS:</b></p> <ul style="list-style-type: none"> <li>• <i>Municipal Government Act;</i></li> <li>• Municipal Development Plan (County Plan);</li> <li>• Land Use Bylaw;</li> <li>• Road Allowance Closure and Disposal Policy C-443; and</li> <li>• County Servicing Standards.</li> </ul>	<p><b>TECHNICAL REPORTS SUBMITTED:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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**POLICY ANALYSIS:**

County Plan

Discussion regarding road allowance closure is not included in the County Plan.

Land Use Bylaw

Discussion regarding road allowance closure is not included in the Land Use Bylaw.

Road Allowance Closure and Disposal Policy C-443

Policy C-443 was created with the purpose of administering a fair and consistent formal process to dispose of undeveloped Road Allowance rights-of-way located within the County. This policy notes that applications to consolidate/dispose of road allowances can only come from landowners adjacent to the road allowance, and for road allowances for which Council determines are no longer required for use by the travelling public.



The term 'adjacent' is not defined within this policy; however, the Land Use Bylaw C-8000-2020 (LUB) defines "adjacent" as:

***Adjacent*** means contiguous or would be contiguous if not for an easement, right-of-way, road (excluding a highway), or natural feature.

The applicant owns two quarter sections that are located on either side of the southern portion of the proposed road closure, thereby aligning with this policy. The northern half of the proposed road allowance is bordered by three properties that are not part of the application. Support letters were received from two of the adjacent landowners; the third provided three letters in opposition.

In Administration's review of the application, the proposal would close a road allowance that is still used by the traveling public and would hinder existing as well as future access to neighbouring lands on either side of the proposed northern portion of the proposed closure.

#### **ADDITIONAL CONSIDERATIONS:**

The County's Engineering Department has noted that existing and/or future access to portions of the NE-35-27-05-W05M and NW-36-27-05-W05M quarter sections would be hindered with the closure of the northern portion of the road allowance. Therefore, Engineering does not recommend that the northern portion of road allowance be closed at this time.

County Engineering has no concerns regarding the closure of the southern portion, between SE-35-27-05-W05M and SW-36-27-05-W05M.

FortisAlberta has noted they have a powerline in the road allowance; however, as the proposal is to consolidate the land into the south quarters, they have no concerns with the proposal.

Respectfully submitted,

Concurrence,

"Brock Beach"

"Dorian Wandzura"

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Acting Executive Director  
Community Development Services

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Chief Administrative Officer

LC/rp

#### **ATTACHMENTS:**

ATTACHMENT 'A': Application Information  
ATTACHMENT 'B': Application Referrals  
ATTACHMENT 'C': Bylaw C-8295-2022 and Schedule 'A'  
ATTACHMENT 'D': Map Set  
ATTACHMENT 'E': Public Submissions



## ATTACHMENT 'A': APPLICATION INFORMATION

<b>APPLICANT / OWNERS:</b> Bernadette Pedersen	<b>DATE APPLICATION RECEIVED:</b> November 2, 2021
<b>GROSS AREA:</b> ± 3.20 hectares (± 7.91 acres)	<b>LEGAL DESCRIPTION:</b> Road Allowance between E-35-27-05-W05M and W-36-27-05-W05M
<p><b>SOILS (C.L.I. from A.R.C.):</b> <i>Soil classifications are used to determine the impacts of the soil on cereal crop production, other forms of agriculture may not be as impacted by these classifications.</i></p> <p>Severe to very severe limitations due to temperature and topography as well as production not being feasible in the southern portions of the road allowance due to excessive wetness and/or poor drainage.</p>	
<p><b>HISTORY:</b></p> <p><b>October 19, 1992:</b> Road Allowance Lease C-3778-92 for access through the road allowance west of the NW-36-27-05-W5M</p>	
<p><b>PUBLIC &amp; AGENCY SUBMISSIONS:</b></p> <p>The application was circulated to 31 adjacent landowners. Six letters were received: four in opposition and two in support. The responses have been included in Attachment 'E.'</p> <p>The application was also circulated to a number of internal and external agencies, as depicted in Attachment 'B'; relevant comments, if applicable, are addressed within 'Additional Considerations' above.</p>	



## ATTACHMENT 'B': APPLICATION REFERRAL

AGENCY	COMMENTS
<b><i>Province of Alberta</i></b>	
Alberta Transportation	<p>Alberta Transportation has reviewed the road closure circulation.</p> <p>Consolidation of the entirety of the road allowance with the SE-35-27-5-W5M results in a lack of a legal means of access to SW-36-27-5-W5M. While the two quarter sections have the same owner, it is recommended that these parcels be also consolidated to ensure legal and physical access to a public road remains available following closure.</p> <p>It also appears that there may be a pending subdivision on SW-36, which could further complicate the matter.</p> <p>We will consider the above during review of the final submission documents but may result in rejection of the bylaw if the above is not adequately addressed.</p> <p><i>Following the above comments from Alberta Transportation the applicant revised their application to propose the consolidation of their two quarter sections through this process and has formally withdrawn their subdivision application within the SW-36-27-05-W05M.</i></p>
<b><i>Internal Departments</i></b>	
Capital Projects – Engineering	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Proposal to close a ± 3.20 hectare (± 7.91 acre) portion of road allowance between the east half of Section 35 and the west half of Section 36 within Township 27, Range 05, west of the 5th Meridian and consolidate it with the SE-35-27-05-W05M.</li> <li>• As the application is for road closure only, it is assumed that no development works are proposed and that status quo will remain. If at some point in the future the Owner/Applicant wishes to pursue further subdivision and/or development, at that time it will be required to assess and evaluate the site accordingly with the submitted application.</li> </ul> <p><b>Geotechnical:</b></p> <ul style="list-style-type: none"> <li>• Engineering has no requirements at this time.</li> </ul> <p><b>Transportation:</b></p> <ul style="list-style-type: none"> <li>• As per GIS review, the parcel(s) currently gain access via a private driveway off TWP RD 280 within the undeveloped road allowance of Range Road 51. The parcels located south of the subject lands gain access via Range Road 51 off Township Rd 274.</li> <li>• The applicant is requesting road closure of two sections of road allowance in between             <ul style="list-style-type: none"> <li>○ NE-35-27-05-W05M and NW-36-27-05-W05M; and</li> <li>○ SE-35-27-05-W05M and SW-36-27-05-W05M. (to be consolidated and owned by the Pedersen's.)</li> </ul> </li> </ul>



AGENCY	COMMENTS
	<ul style="list-style-type: none"> <li>• It should be noted that as of March 24, 2022, the applicant is no longer choosing to proceed with the subdivision of SW-36-27-05-W05M.</li> <li>• Road closures are generally allowed when legal access to current and future landowners is unaffected. Thus, Engineering can generally support the road closure of the road allowance between SE-35-27-05-W05M and SW-36-27-05-W05M. However, the closing of road allowance between NE-35-27-05-W05M and NW-36-27-05-W05M could hinder the subdivision potential of these parcels by restricting the number of access points. Therefore, Engineering recommends that this section of road allowance (northern) is not closed at this time.</li> </ul> <p><b>Sanitary/Waste Water:</b></p> <ul style="list-style-type: none"> <li>• Engineering has no requirements at this time.</li> </ul> <p><b>Water Supply and Waterworks:</b></p> <ul style="list-style-type: none"> <li>• Engineering has no requirements at this time.</li> </ul> <p><b>Storm Water Management:</b></p> <ul style="list-style-type: none"> <li>• Engineering has no requirements at this time.</li> </ul> <p><b>Environmental:</b></p> <ul style="list-style-type: none"> <li>• Engineering has no requirements at this time.</li> </ul>

Circulation Period: February 3, 2022, to February 25, 2022 – some responses were received after this timeframe.

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



ROCKY VIEW COUNTY

# BYLAW C-8295-2022

**A bylaw of Rocky View County, in the Province of Alberta, for the purpose of closing for public travel and creating title to portions of a public highway in accordance with the *Municipal Government Act*.**

**WHEREAS** the lands hereafter described are no longer required for public travel;

**AND WHEREAS** an application has been made to the Council of Rocky View County to have the  $\pm 3.20$  ha ( $\pm 7.91$  ac) portion of road allowance between the East Half of Section 35 and the West Half of Section 36 within Township 27, Range 05, West of the 5th Meridian closed;

**AND WHEREAS** the Council of Rocky View County deems it expedient to close for public travel certain roads, or portions of roads, situated in Rocky View County and to dispose of the same;

**AND WHEREAS** notice of this bylaw was provided in accordance with the *Municipal Government Act* by circulation to landowners and advertisements on the May 31, 2022, and June 7, 2022, Rocky View County Public Hearing Notice;

**AND WHEREAS** the Council of Rocky View County was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by this bylaw;

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

## Title

- 1 This bylaw may be cited as Bylaw C-8295-2022.

## 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 The Council of Rocky View County does hereby close to public travel for the purpose of creating title to the following described highway as shown on Schedule 'A' attached to and forming part of this bylaw, subject to the rights of access granted by other legislation:
  - (1) Road allowance between the east half of Section 35 and the west half of Section 36 within Township 27, Range 05, west of the 5th Meridian.



ROCKY VIEW COUNTY

**Effective Date**

- 4 Bylaw C-8295-2022 is passed and comes into full force and effect when it receives approval from the Minister of Transportation and receives third reading and is signed in accordance with the *Municipal Government Act*.

PUBLIC HEARING HELD this \_\_\_\_\_ day of \_\_\_\_\_, 2022

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

APPROVED BY ALBERTA TRANSPORTATION \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Minister of Transportation

Approval valid for \_\_\_\_\_ months

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

READ A THIRD AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date Bylaw Signed

**Schedule 'A'****Bylaw  
C-8295-2022**

Schedule 'A' to be  
replaced with Plan  
of Survey  
Prior to 2<sup>nd</sup>  
Reading to the  
Bylaw

35

36

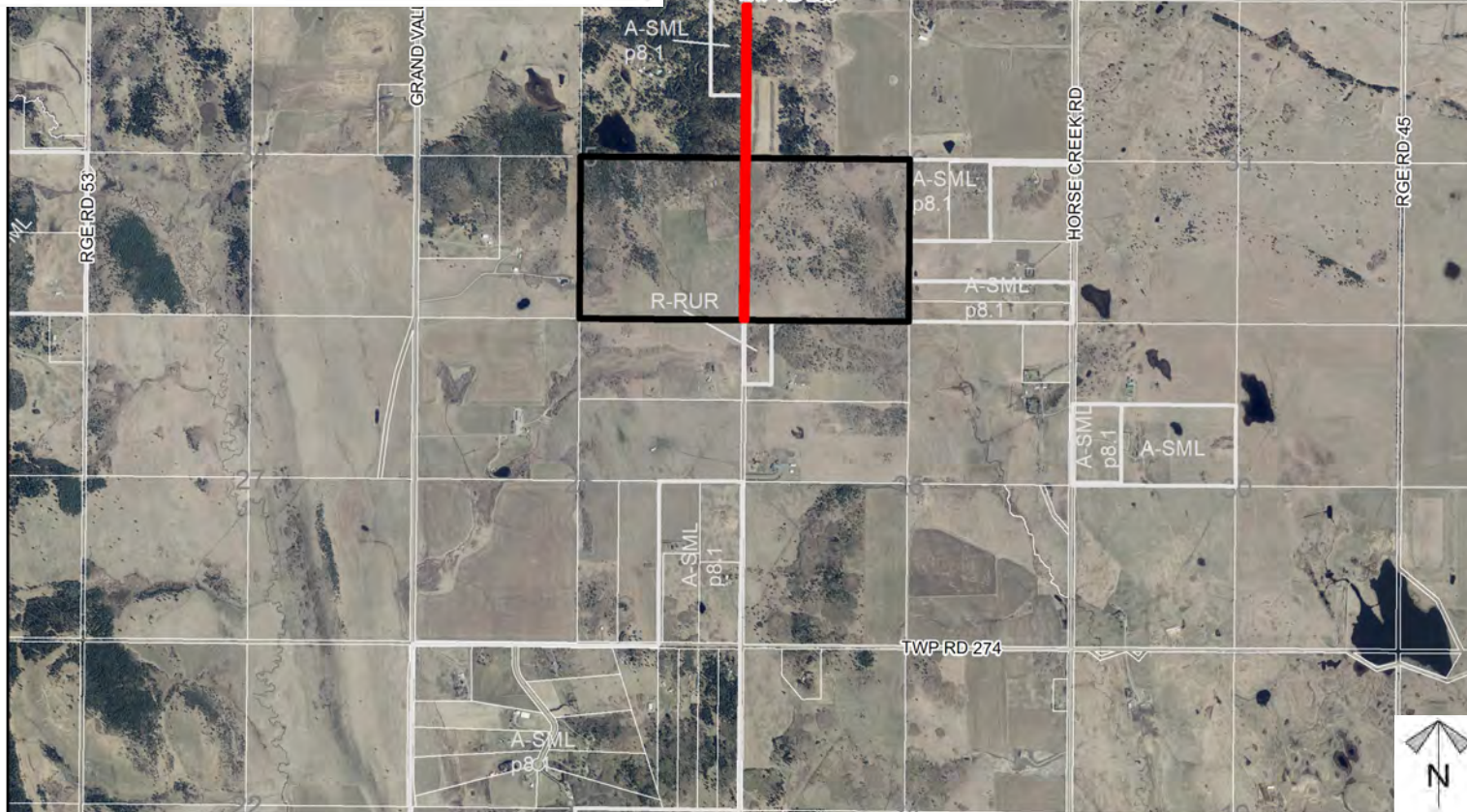
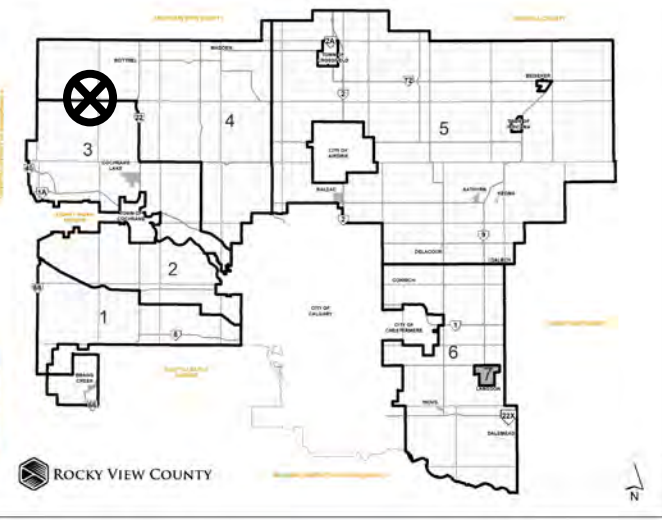




## Location & Context

### Road Closure Proposal

To close the road allowance between the East Half of Section 35 and the West Half of Section 36 within Township 27, Range 05, West of the 5th Meridian and consolidate it into one parcel to be made from the SE-35 and SW-36.







## Development Proposal

### Road Closure Proposal

To close the road allowance between the East Half of Section 35 and the West Half of Section 36 within Township 27, Range 05, West of the 5th Meridian and consolidate it into one parcel to be made from the SE-35 and SW-36.

TWP RD 280

Division: 3

Roll: 07935003/07936004

File: PL20210179

Printed: April 12, 2022

Legal: Portions of SE-35-27-

05-06-1925-

W05M





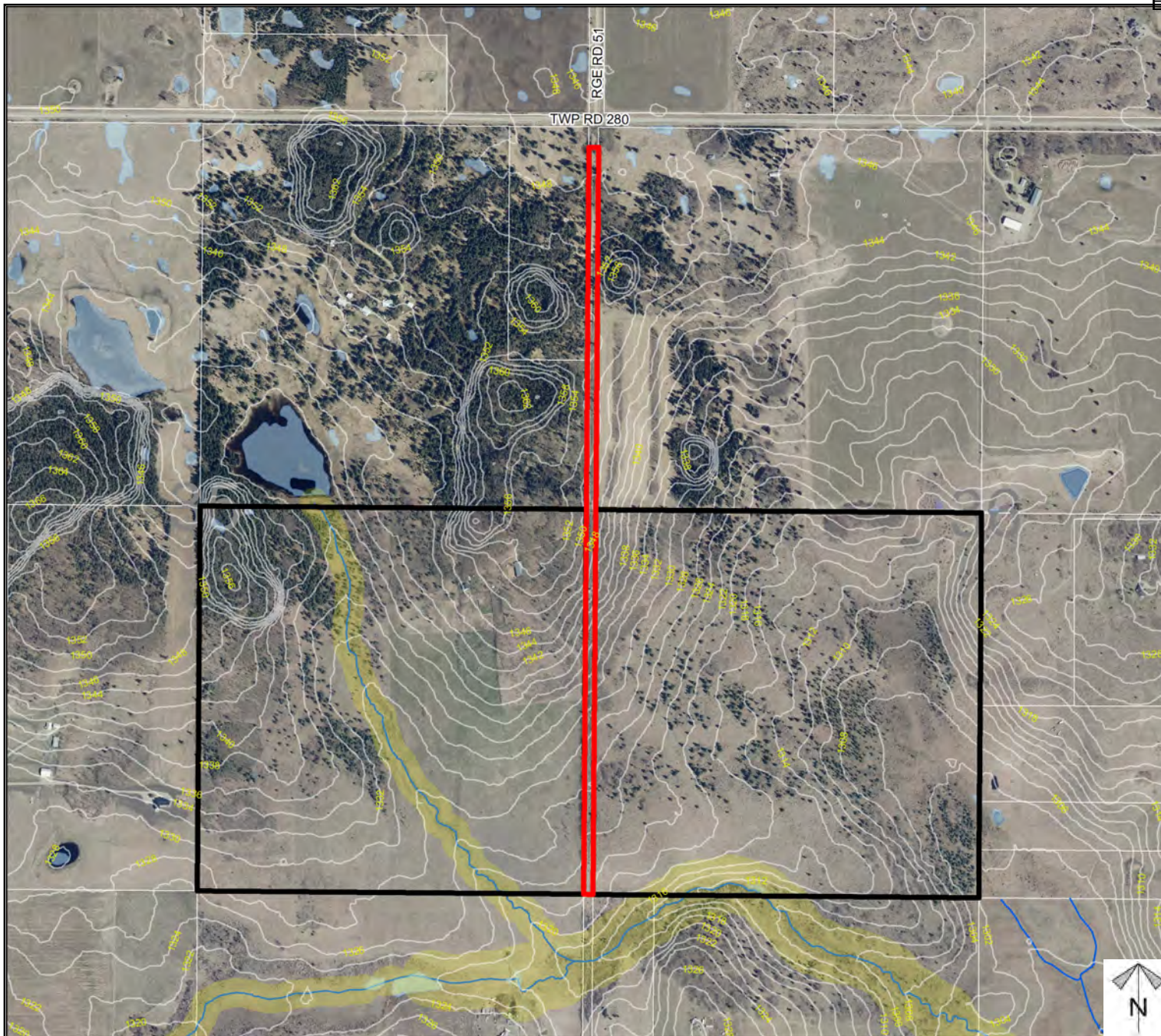
## Environmental

### Road Closure Proposal

To close the road allowance between the East Half of Section 35 and the West Half of Section 36 within Township 27, Range 05, West of the 5th Meridian and consolidate it into one parcel to be made from the SE-35 and SW-36.

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

Division: 3  
 Roll: 07935003/07936004  
 File: PL20210179  
 Printed: April 12, 2022  
 Legal: Portions of SE-35-27-05  
 Page 23 of 192  
 W05M

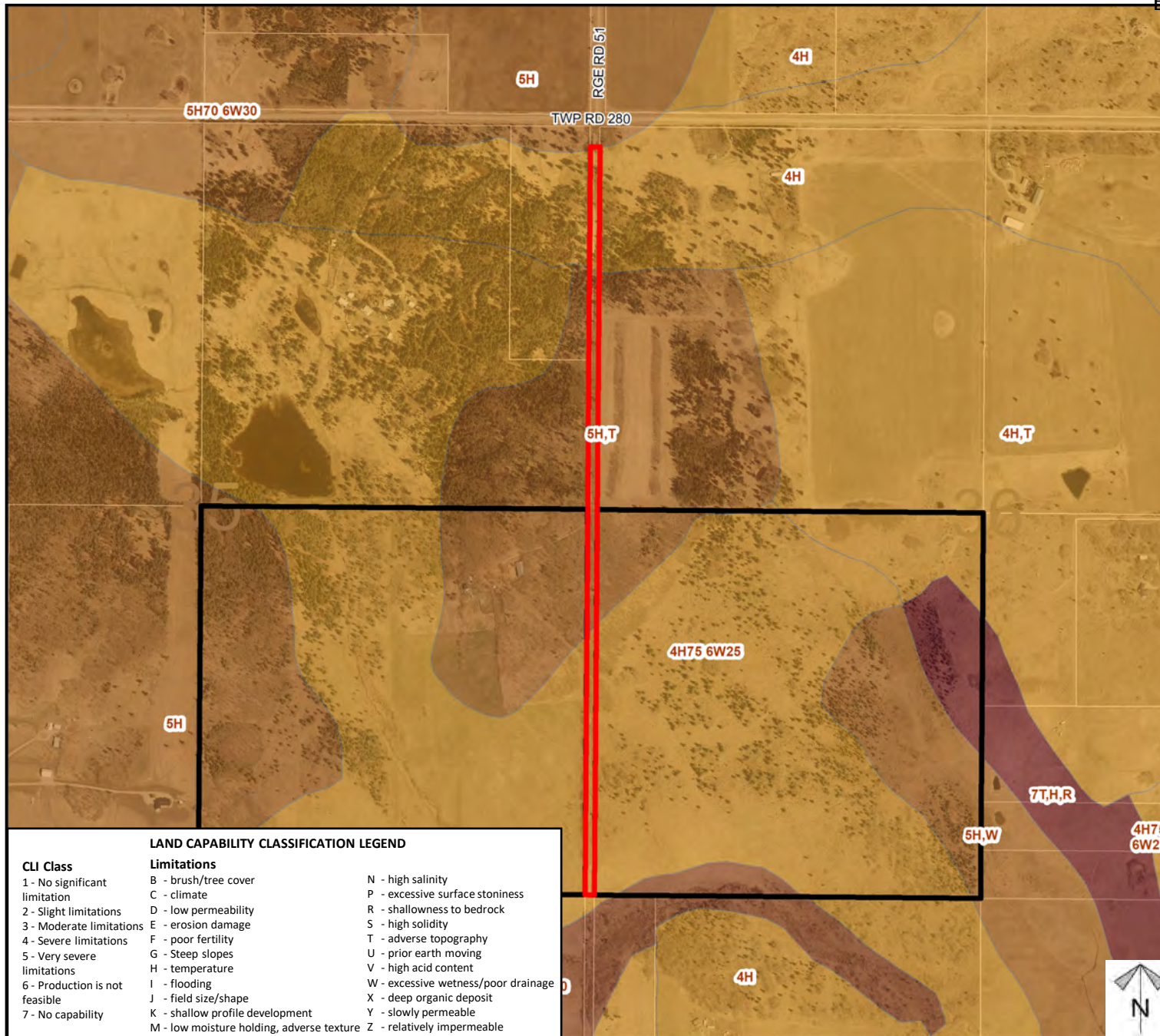




## Soil Classifications

### Road Closure Proposal

To close the road allowance between the East Half of Section 35 and the West Half of Section 36 within Township 27, Range 05, West of the 5th Meridian and consolidate it into one parcel to be made from the SE-35 and SW-36.



## Landowner Circulation Area

### Road Closure Proposal

To close the road allowance between the East Half of Section 35 and the West Half of Section 36 within Township 27, Range 05, West of the 5th Meridian and consolidate it into one parcel to be made from the SE-35 and SW-36.

### 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: 3  
 Roll: 07935003/07936004  
 File: PL20210179  
 Printed: April 12, 2022  
 Legal: Portions of SE-35-27-05  
 Page 25 of 122  
 W05M

**Logan Cox**

---

**From:** [REDACTED]  
**Sent:** February 17, 2022 3:00 PM  
**To:** Logan Cox  
**Subject:** RE: [EXTERNAL] - road closure app. number PL20210179 Attention of the planning & Development Services

Hi Logan.

I feel the road should remain open for the following reasons.

This road was built using funds from tax payers, I am one of those long time funders.

I feel it is one of the rights as a Canadian citizen to use this piece of public land for:

- Walking
- Horse back riding
- Access to hunting
- For kids to venture, explore, play and be kids.
- Accessing other lands via this road/land as it relates to business or commerce.

A publicly tax funded road should not be a single persons driveway. The land is the county's and the county's constituents land.

I hope this helps explain my position.

Steven Winkler

---

**From:** Logan Cox <LCox@rockyview.ca>  
**Sent:** February 17, 2022 1:25 PM  
**To:** [REDACTED]  
**Subject:** RE: [EXTERNAL] - road closure app. number PL20210179 Attention of the planning & Development Services

Good Afternoon Mr. Winkler,

If you can please expand on your email below with your concerns over this road closure application it would be greatly appreciated. Your emails will be included in a summary of agency and landowner comments on the application which will be shared with the applicant and Council should the application proceed.

Sincerely,  
**LOGAN COX, BA**  
Planner | Planning and Development Services

*Rocky View County Planning and Development Services is fully operational with some alternative processes.  
Please see our website for more information and application processes: [www.rockyview.ca/building-planning](http://www.rockyview.ca/building-planning)*

---

**From:** [REDACTED]  
**Sent:** February 17, 2022 1:21 PM  
**To:** Logan Cox <[LCox@rockyview.ca](mailto:LCox@rockyview.ca)>  
**Subject:** [EXTERNAL] - road closure app. number PL20210179 Attention of the planning & Development Services

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

Hi Logan. I am responding to the notice I received in the mail to close the road that is adjacent to our property.

To my knowledge this was and is a public road allowance for current use and future development consideration. I unfortunately have to express my un or disagreement with the county closing this road.

If the county would like to further understand as to why this is my opinion please ask via responding to this email or call me at [REDACTED].

Regards,  
Steven Winkler



Virus-free. [www.avg.com](http://www.avg.com)



Clio Smeeton  
[REDACTED]51061 Township Rd 280  
Cochyrane AB  
T4C 1A7Rocky View County  
262075 Rocky View Point  
Rocky View County, AB  
T4A 0X2

June 9, 2022

**Re: Opposed to proposal for Closure and Consolidation of Part of Range Rd. 51**  
**File: PL20210179 (07935003/6004)**

I am the part owner of NE 35 27 5W5 which is adjacent to and west of Range Rd. 51. I am opposed to the proposed to the proposal in File: PL20210179 (07935003/6004) *"to close the road allowance between the east half of Section 35 and the west half of Section 36 within Township 27, Range 05, West of the 5th Meridian and consolidate it into one parcel to be made from the SE-35 and SW-36"*.

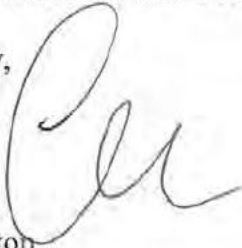
My opposition is for the following reasons:

1. The applicant does not own any of the land adjacent to Range Rd 51 that she has requested to be closed and transferred to her ownership.
2. This would prevent me from using Range Rd 51 to access the SE corner of my property where there has been an access point and locked gate since 1967.
3. If this is permitted the applicant would obtain legal ownership of a sizable piece of public land which is presently owned by the County at no cost, while putting a financial burden on me to make a suitable access this area of my property at substantial cost.

It is my opinion that the portion of Range Road under consideration should remain open to the public. In addition if the application is approved it will set a precedent for people who do not own land adjacent to their own to apply for ownership the land and obtain it free from the count

I look forward to the above reason being considered at the public hearing on June 28, 2022.

Yours truly,



Clio Smeeton





**Logan Cox**

---

**From:** Kelsey Norman [REDACTED]  
**Sent:** February 25, 2022 3:44 PM  
**To:** Logan Cox  
**Subject:** [EXTERNAL] - Application PL20210179

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

Hello Logan,

I am contacting you in regards to application number PL20210179 Division 3.

I want to state that I am in favour of closing the road allowance that runs directly adjacent to the boarder of my property. I support Bernadette Pedersen's Proposal.

Thank you very much,  
Kelsey Norman

Sent from my iPhone

**Logan Cox**

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**From:** steve sydenham [REDACTED]  
**Sent:** February 24, 2022 7:25 AM  
**To:** Logan Cox  
**Subject:** [EXTERNAL] - Application # PL20210179

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

I support this application.

Thanks  
Steve Sydenham  
[REDACTED]

Get [Outlook for Android](#)

Catriona Matheson

[REDACTED]  
51061 Township Rd 280  
Cochyrane AB  
T4C 1A7Rocky View County  
262075 Rocky View Point  
Rocky View County, AB  
T4A 0X2

June 9, 2022

**Re: Opposed to proposal for Closure and Consolidation of Part of Range Rd. 51**  
**File: PL20210179 (07935003/6004)**

I am the part owner of NE 35 27 5W5 which is adjacent to and west of Range Rd. 51. I am opposed to the proposed to the proposal in File: PL20210179 (07935003/6004) *"to close the road allowance between the east half of Section 35 and the west half of Section 36 within Township 27, Range 05, West of the 5th Meridian and consolidate it into one parcel to be made from the SE-35 and SW-36"*.

My opposition is for the following reasons:

1. The applicant does not own any of the land adjacent to Range Rd 51 that she has requested to be closed and transferred to her ownership.
2. This would prevent me from using Range Rd 51 to access the SE corner of my property where there has been an access point and locked gate since 1967.
3. If this is permitted the applicant would obtain legal ownership of a sizable piece of public land which is presently owned by the County at no cost, while putting a financial burden on me to make a suitable access this area of my property at substantial cost.

It is my opinion that the portion of Range Road under consideration should remain open to the public. In addition if the application is approved it will set a precedent for people who do not own land adjacent to their own to apply for ownership the land and obtain it free from the count

I look forward to the above reason being considered at the public hearing on June 28, 2022.

Yours truly,



Catriona Matheson

Rocky View County  
262075 Rocky View Point  
Rocky View County, AB

T4A 0X2

Sonamara Vogt  
Sonnenbergstr. 9  
CH-5236 Remigen  
Switzerland

June 10, 2022

Re: Opposed to proposal for Closure and Consolidation of Part of Range Rd.  
51 File: PL20210179 (07935003/6004)

Dear Sir/Madam,

As part owner of NE 35 27 5W5 the property adjacent to and west of Range Rd. 51 I was disheartened to hear about the proposed proposal in File- PL20210179 (07935003/6004) and as a result I oppose the proposal for Closure and Consolidation of Part of Range Road 51. "to close the road allowance between the east half of Section 35 and the west half of Section 36 within Township 27, Range 05, West of the 5th Meridian and consolidate it into one parcel to be made from the SE-35 and SW-36 ".

I state my opposition for the following reasons:

Firstly, it would prevent access our property on the South East corner using Range Rd 51 something our family has been able to do for many generations.

Secondly if this were to be permitted the only person who would benefit from such a proposal would be the applicant with no consideration to the neighboring land owners or the public.

I consider this proposal to be a clear, modern day, land grab by the applicant. She does not own the land adjacent to Range Rd 51 yet she has put forth a proposal to have this public land closed and transferred over to her ownership without any thought as to how this would affect her neighbors who use the road allowance to access their land or the public who enjoy walking along it.

Should this proposal be permitted then the applicant would obtain legal ownership of a sizable piece of public land owned by the county at no cost to

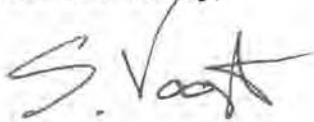
herself and we could have to find another suitable access to our land at substantial cost.

This road allowance has been used and enjoyed by our family and the public for many generations and I firmly believe that it should remain open for further accessibility and enjoyment.

To approve such a proposal would only benefit the applicant and clear the way in the future for people who do not own the land adjacent to their property to apply for ownership and obtain land for free from the county.

I would so appreciate it if the above reasons could be taken into consideration at the next public hearing on June 28, 2022.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "S. Vogt", with a stylized flourish at the end.

Sonamara Vogt



## PLANNING

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<b>TO:</b>	Council	
<b>DATE:</b>	June 28, 2022	<b>DIVISION:</b> 4
<b>TIME:</b>	Morning Appointment	
<b>FILE:</b>	07711001	<b>APPLICATION:</b> PL20210089
<b>SUBJECT:</b>	Redesignation Item - Residential Use	

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**APPLICATION:** To redesignate a portion of the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR) to facilitate the creation of a  $\pm 4.20$  hectare ( $\pm 10.38$  acre) parcel with a  $\pm 58.12$  hectare ( $\pm 143.62$  acre) remainder.

**GENERAL LOCATION:** Located approximately 13.00 kilometres (8.08 miles) northwest of the city of Calgary, on the south side of Township Road 272, approximately 0.81 kilometres (0.50 miles) east of Highway 766.

**EXECUTIVE SUMMARY:** Council gave first reading to Bylaw C-8192-2021 on July 13, 2021.

The subject parcel is not located within an identified residential growth area and has therefore been evaluated under the Agriculture policies within Section 8.0 of the County Plan. A first parcel out subdivision was approved in 1992, and that contains a single dwelling. This proposal now seeks to facilitate the subdivision of a second parcel out of the remaining quarter section, immediately west of the first parcel out. This portion of the subject quarter section in the north-west corner also contains an existing dwelling.

The proposed redesignation would facilitate the future creation of a 4.20 hectare ( $\pm 10.38$  acre) parcel, which is not supported by the County Plan. Section 8.18 of the County Plan clarifies that additional redesignation and subdivision must demonstrate an agriculture-related need, and provides the policy basis under which to achieve that goal.

As the application proposes redesignation to residential uses, it does not meet the requirements of the agricultural policies of the County Plan. The proposal also cannot be considered under the County Plan's Country Residential policies set out within Section 10.0 as it is not located within a fragmented quarter section.

Due to the proposed future parcel size of 4.20 hectare ( $\pm 10.38$  acre), redesignation of the parcel to R-RUR would create the potential to subdivide two parcels rather than the one that is currently proposed by the Applicant, as the minimum parcel size for the R-RUR district is 1.60 hectares (3.95 acres).

Notwithstanding Administration's recommendation of refusal in accordance with Option #3, if Council is minded to approve the application, Administration suggests that a modifier should be included on the property to allow only the creation of the single 4.20 hectare ( $\pm 10.38$  acre) lot. Further subdivision would then be dependent on the Applicant seeking removal of the modifier through another public hearing; this would allow Administration and Council the ability to assess the impacts of a further lot within the quarter section. If Council wishes to pursue this approach, Option 2 proposes revision of draft Bylaw C-8192-2021 to include a minimum parcel size modifier of 4.20 hectares ( $\pm 10.38$  acres).

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### Administration Resources

Christine Berger, Planning & Development Services



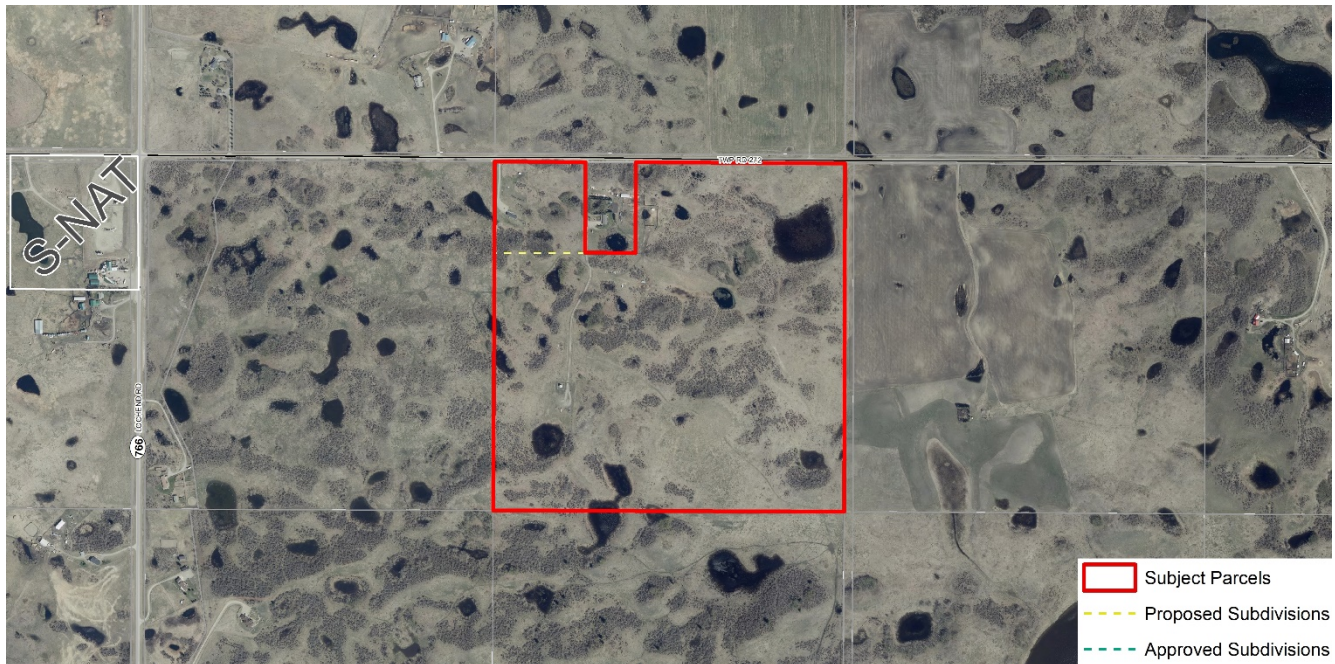


**ADMINISTRATION RECOMMENDATION:** Administration recommends refusal in accordance with Option #3.

**OPTIONS:**

- |             |   |  |
|-------------|---|--|
| Option # 1: | Motion #1                               | THAT Bylaw C-8192-2021 be given second reading.  |
|             | Motion #2                               | THAT Bylaw C-8192-2021 be given third and final reading.   |
| Option # 2: | Motion #1                               | THAT Bylaw C-8192-2021 be amended to redesignate a portion of the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR p4.2) in accordance with Attachment 'D'. |
|             | Motion #2                               | THAT Bylaw C-8192-2021 be given second reading, as amended.  |
|             | Motion #3                               | THAT Bylaw C-8192-2021 be given third and final reading, as amended  |
| Option # 3: | That application PL20210089 be refused. |  |

**AIR PHOTO & DEVELOPMENT CONTEXT:**



**APPLICATION EVALUATION:**

The application was evaluated based on the technical reports submitted with the application and the applicable policies and regulations.

<b>APPLICABLE POLICY AND REGULATIONS:</b> <ul style="list-style-type: none"> <li>• Municipal Government Act;</li> <li>• Municipal Development Plan (County Plan);</li> <li>• Land Use Bylaw; and</li> <li>• County Servicing Standards.</li> </ul>	<b>TECHNICAL REPORTS SUBMITTED:</b> <ul style="list-style-type: none"> <li>• None Submitted.</li> </ul>
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**POLICY ANALYSIS:**County Plan

The subject parcel is not located within an Area Structure Plan or a Conceptual Scheme area. Therefore, the County Plan is the guiding policy document for this application. As the subject site is within the Agricultural Area of the County, the application has been evaluated in accordance with Section 8.0 (Agriculture), of the County Plan.

A first parcel out subdivision was registered in 1992 on this quarter to accommodate previous residential development on the parcel. Policy 8.18 of the County Plan clarifies that additional redesignation and subdivision may be considered for new or distinct agricultural operations. However, this application proposes to facilitate residential subdivision and so does not comply with Policy 8.18. The application would redesignate to a non-agricultural use and reduce the amount of land available for agricultural operations, thus proposing land use inconsistent with County policy.

Policy 10.11 of the County Plan allows for the redesignation of residential or agricultural parcels less than or equal to 10 hectares (24.7 acres) in size within a fragmented quarter section. However, this proposal would not meet the definition of a fragmented quarter section and is therefore not supported by this policy. Additionally, the County Plan is divided into regions that each have specific direction. The subject parcel is located within the West Rocky View Region, and the key directions for this identified region include the retention of large agriculture parcels. Administration recognizes there is an existing dwelling on the proposed new lot; however, this proposal to redesignate the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR) is inconsistent with the County Plan, as it would provide the opportunity to further fragment the quarter section.

A goal of Section 8.0 of the County Plan is to support agricultural operations and minimize impacts from non-agricultural uses. The provision of a second, and possibly third, parcel in the quarter that does not contribute to agricultural operations in the area and may result in adverse impacts on surrounding lands is contrary to this goal of Section 8.0.

The application is not consistent with the policies or intent of the County Plan and would result in fragmentation of agricultural land.

Land Use Bylaw

The proposed 4.20 hectare ( $\pm$  10.38 acre) lot meets the minimum parcel size requirement of 1.60 hectares (3.95 acres) set in the Residential, Rural District (R-RUR) of the Land Use Bylaw and is consistent with the Bylaw. Since the proposed lot size exceeds the minimum parcel size requirements, if this redesignation were approved, there would be opportunity to further subdivide the proposed lot in the future under the R-RUR designation. This could lead to further fragmentation of the quarter section, which is not supported by the County Plan. If Council is minded to support the redesignation application, Administration would recommend the proposed bylaw be amended to include a modifier that sets a minimum parcel size of 4.20 hectares ( $\pm$  10.38 acres) for the proposed





lot. This would create the need to redesignate the subject land if further subdivision is proposed in the future. Administration and Council would have the opportunity to consider any further fragmentation of the subject land at that time. The proposed bylaw as amended is outlined in Attachment 'D'.

**ADDITIONAL CONSIDERATIONS:**

Transportation

It has been noted that the remainder lands are accessed from a shared driveway with the existing first parcel out; however, an access easement agreement is not in place. If Council approves this land use application, as a condition of future subdivision, the Applicant would be required to improve the existing gravel approach to a mutual standard and provide an access easement agreement to the benefit of both parcels.

Additionally, Township Road 272 is identified in the County's Long Range Transportation Network as a Network B Road requiring a 30 metre section of road right-of-way. The existing road right-of-way is 20 metres; therefore, as a condition of future subdivision, the Applicant would be required to dedicate five metres of land by plan of survey along the northern boundary of the subject lands.

Respectfully submitted,

Concurrence,

"Brock Beach"

"Dorian Wandzura"

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Acting Executive Director  
Community Development Services

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Chief Administrative Officer

CB/rp

**ATTACHMENTS**

ATTACHMENT 'A': Application Information

ATTACHMENT 'B': Application Referrals

ATTACHMENT 'C': Bylaw C-8192-2021 and Schedule 'A'

ATTACHMENT 'D': Revised Bylaw C-8192-2021 and Schedule 'A'

ATTACHMENT 'E': Map Set



ROCKY VIEW COUNTY

## ATTACHMENT 'A': APPLICATION INFORMATION

<b>APPLICANT:</b> Konschuk Consulting (Larry Konschuk)	<b>DATE APPLICATION RECEIVED:</b> May 12, 2021
<b>OWNERS:</b> Deborah Joan Scott	
<b>GROSS AREA:</b> ± 4.20 hectares (± 10.38 acres)	<b>LEGAL DESCRIPTION:</b> NE-11-27-03-W05M
<b>SOILS (C.L.I. from A.R.C.):</b> <b>Class 5T, H75 6W25</b> – The soil on subject land contains ranges from slight limitations to production not feasible, adverse topography, temperature, excessive wetness/poor drainage.	
<b>HISTORY:</b> <b>November 9, 1992:</b> The 6.0 acre first parcel out subdivision was registered with Alberta Land Titles.	
<b>PUBLIC &amp; AGENCY SUBMISSIONS:</b> The application was circulated to thirty-one (31) adjacent landowners. No responses were received. The application was also circulated to a number of internal and external agencies, as depicted in Attachment 'B'; relevant comments, if applicable, are addressed within 'Additional Considerations' above.	



## ATTACHMENT 'B': APPLICATION REFERRALS

AGENCY	COMMENTS
<b><i>Province of Alberta</i></b>	
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 766. The department is currently protecting Highway 766 to a Major Two-Lane (Rural Arterial Undivided) standard at this location.</p> <p>The above noted subdivision proposal does not meet Section 14 or 15 of the Regulation. The department anticipates minimal impact on the highway from this proposal. Additionally, there is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Therefore, Pursuant to Section 16 of the Regulation, the department grants approval for the subdivision authority to grant a variance of Section 14 and 15 of the Regulation should they choose to do so.</p> <p>Pursuant to Section 678(2.1) of the Municipal Government Act, the department is varying the distance for appeals for this application. Therefore, any appeals can be heard by the local Subdivision and Development Appeal Board.</p>
Planning & Development Services - Planning	<p>The proposed redesignation does not conform to the policies set out in Section 8 of the County Plan.</p>
Capital Projects - Engineering	<p><b>Transportation:</b></p> <ul style="list-style-type: none"> <li>• Access to the proposed new parcel is provided off Township Road 272.</li> <li>• Access to the remainder parcel is provided by a shared driveway off Township Road 272.</li> <li>• Currently, there is no access easement present on title for the shared driveway. The existing approach for the shared driveway does not meet the mutual approach standards in accordance with the County Servicing Standards.</li> <li>• As a condition of future subdivision, the applicant shall upgrade the existing gravel approach to mutual standard and register an access easement on the shared driveway to provide legal access to the remainder parcel.</li> <li>• Township Road 272 is identified as a Long-Range Network B road requiring 30 m road right of way. As a condition of future subdivision, 5 m of land dedication by a plan of survey will be required along the northern boundary of subject lands.</li> <li>• As the resulting parcel sizes are more than 7.41 acres, TOL shall be deferred at this time.</li> </ul> <p><b>Sanitary/Waste Water:</b></p> <ul style="list-style-type: none"> <li>• As per the application, the proposed new parcel is serviced by a septic field.</li> <li>• The remainder lot is not required to demonstrate adequate servicing in accordance with Policy 411 as it is larger than 30 acres.</li> </ul>



AGENCY	COMMENTS
Agriculture & Environment Services	<b>Water Supply and Waterworks:</b>
	<ul style="list-style-type: none"> <li>• As per the application, the proposed new parcel is serviced by a water well.</li> <li>• The remainder lot is not required to demonstrate adequate servicing in accordance with Policy 411 as it is larger than 30 acres</li> </ul>
	<b>Storm Water Management:</b>
Agriculture & Environment Services	<ul style="list-style-type: none"> <li>• No site-specific stormwater implementation plan is warranted at this time.</li> </ul>
	<b>Environmental</b>
Agriculture & Environment Services	<ul style="list-style-type: none"> <li>• As per County GIS, wetlands are present on the subject parcel.</li> </ul>
	<ul style="list-style-type: none"> <li>• Any AEP approval for the wetland disturbance will be the sole responsibility of the applicant/owner.</li> </ul>
Agriculture & Environment Services	<p>If approved, the application of the Agricultural Boundary Design Guidelines will be beneficial in buffering the future residential 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 &amp; normal agricultural practices</p>

Circulation Period: June 11, 2021, to July 5, 2021.

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



ROCKY VIEW COUNTY

# BYLAW C-8192-2021

**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-8192-2021*.

## Definitions

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

- (1) **“Council”** means the duly elected Council of Rocky View County;
- (2) **“Land Use Bylaw”** means Rocky View County Bylaw C-8000-2020, being the *Land Use Bylaw*, as amended or replaced from time to time;
- (3) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time; and
- (4) **“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 Schedule B, Land Use Maps, of Bylaw C-8000-2020 be amended by redesignating a portion of NE-11-27-3-W5M from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR) as shown on the attached Schedule 'A' forming part of this Bylaw.

4 THAT a portion of NE-11-27-3-W5M is hereby redesignated to Residential, Rural District (R-RUR) as shown on the attached Schedule 'A' forming part of this Bylaw.

## Effective Date

5 Bylaw C-8192-2021 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 this 13<sup>th</sup> day of July, 2021

PUBLIC HEARING HELD this \_\_\_\_\_ day of \_\_\_\_\_, 2022

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

READ A THIRD AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Mayor\_\_\_\_\_  
Chief Administrative Officer\_\_\_\_\_  
Date Bylaw Signed

## Schedule 'A'

 Bylaw  
 C-8192-2021
AmendmentFROM
 Agricultural, General  
 District (A-GEN)
TO
 Residential, Rural  
 District (R-RUR)


TWP RD 272

 A-GEN → R-RUR  
 ±4.20 ha (±10.38 ac)

11



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## Effect

3 THAT Schedule B, Land Use Maps, of Bylaw C-8000-2020 be amended by redesignating a portion of NE-11-27-3-W5M from Agricultural, General District (A-GEN) to Residential, Rural District p.4.2 (R-RUR p.4.2) as shown on the attached Schedule 'A' forming part of this Bylaw.

4 THAT a portion of NE-11-27-3-W5M is hereby redesignated to Residential, Rural District p.4.2 (R-RUR p.4.2) as shown on the attached Schedule 'A' forming part of this Bylaw.

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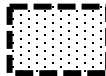
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date Bylaw Signed



## Schedule 'A'

Bylaw  
C-8192-2021AmendmentFROMAgricultural, General  
District (A-GEN)TOResidential, Rural  
District (R-RUR p4.2)

TWP RD 272

A-GEN → R-RUR p.4.2  
±4.20 ha (±10.38 ac)

11



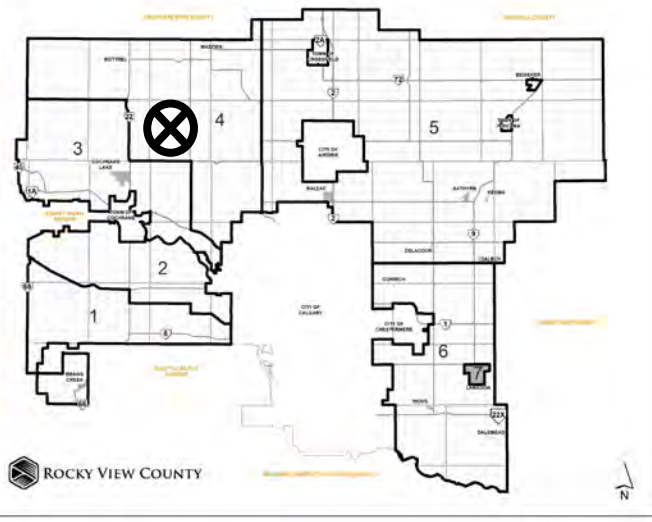


## Location & Context

### Redesignation Proposal

To redesignate a portion of the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR) in order to facilitate the creation of a  $\pm 4.20$  hectare ( $\pm 10.38$  acre) parcel with  $\pm 58.12$  hectare ( $\pm 143.62$  acre) remainder.

Division: 04  
Roll: 07711001  
File: PL20210089  
Printed: May 19, 2021  
Legal: A portion of NE-11-27-03  
Page 47 of 192





## Development Proposal

### Redesignation Proposal

To redesignate a portion of the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR) in order to facilitate the creation of a  $\pm 4.20$  hectare ( $\pm 10.38$  acre) parcel with  $\pm 58.12$  hectare ( $\pm 143.62$  acre) remainder.

A-GEN  $\rightarrow$  R-RUR  
 $\pm 4.17$  ha ( $\pm 10.3$  ac)

TWP RD 272

Note: To remain A-GEN







## Environmental

### Redesignation Proposal

To redesignate a portion of the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR) in order to facilitate the creation of a  $\pm 4.20$  hectare ( $\pm 10.38$  acre) parcel with  $\pm 58.12$  hectare ( $\pm 143.62$  acre) remainder.

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

Division: 04  
Roll: 07711001  
File: PL20210089  
Printed: May 19, 2021  
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Page 49 of 192



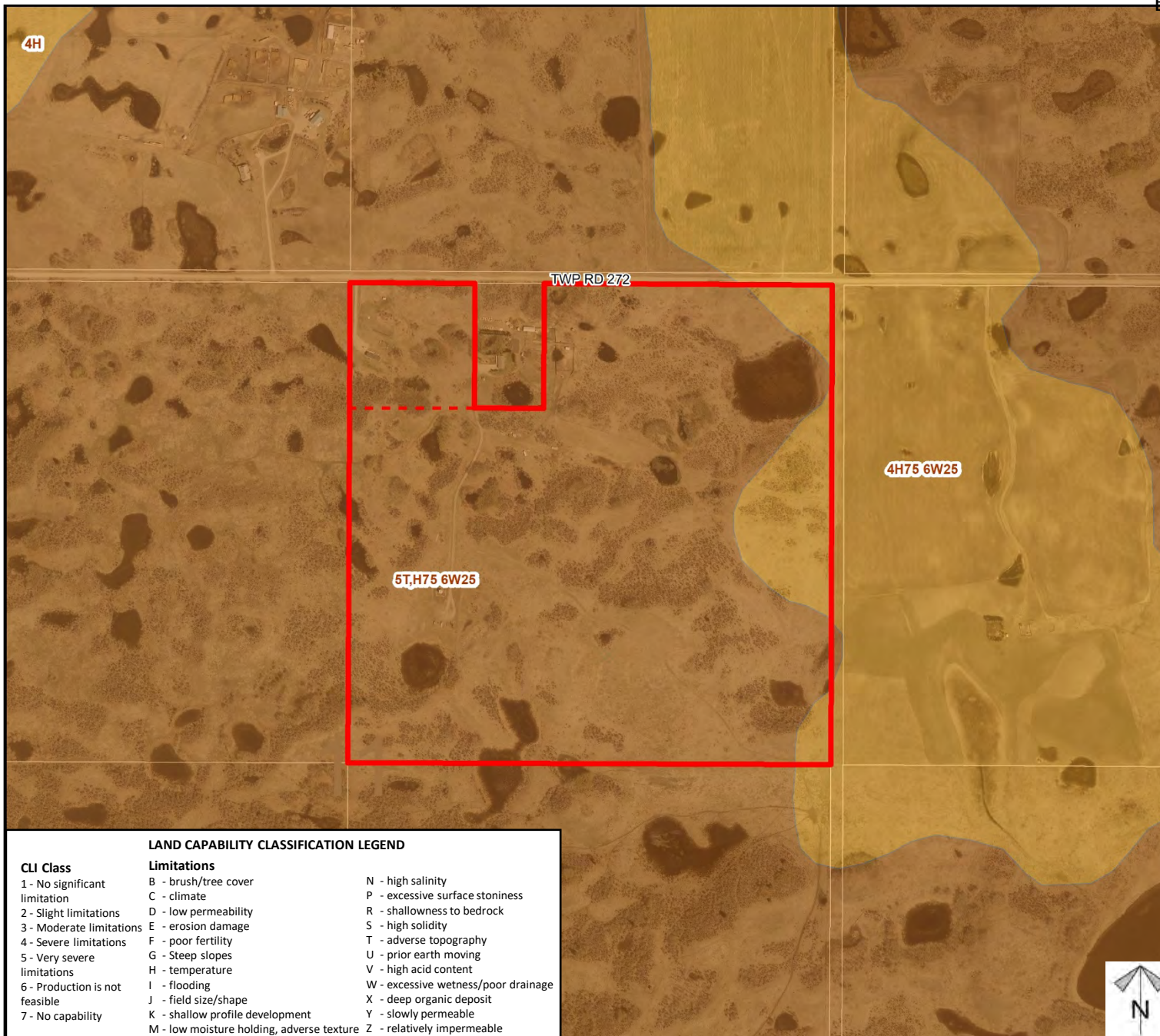




## Soil Classifications

### Redesignation Proposal

To redesignate a portion of the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR) in order to facilitate the creation of a  $\pm 4.20$  hectare ( $\pm 10.38$  acre) parcel with  $\pm 58.12$  hectare ( $\pm 143.62$  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: 04  
Roll: 07711001  
File: PL20210089  
Printed: May 19, 2021  
Legal: A portion of NE-11-27-03  
Page 50 of 192



## Landowner Circulation Area

### Redesignation Proposal

To redesignate a portion of the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR) in order to facilitate the creation of a  $\pm 4.20$  hectare ( $\pm 10.38$  acre) parcel with  $\pm 58.12$  hectare ( $\pm 143.62$  acre) remainder.

### Legend

Support

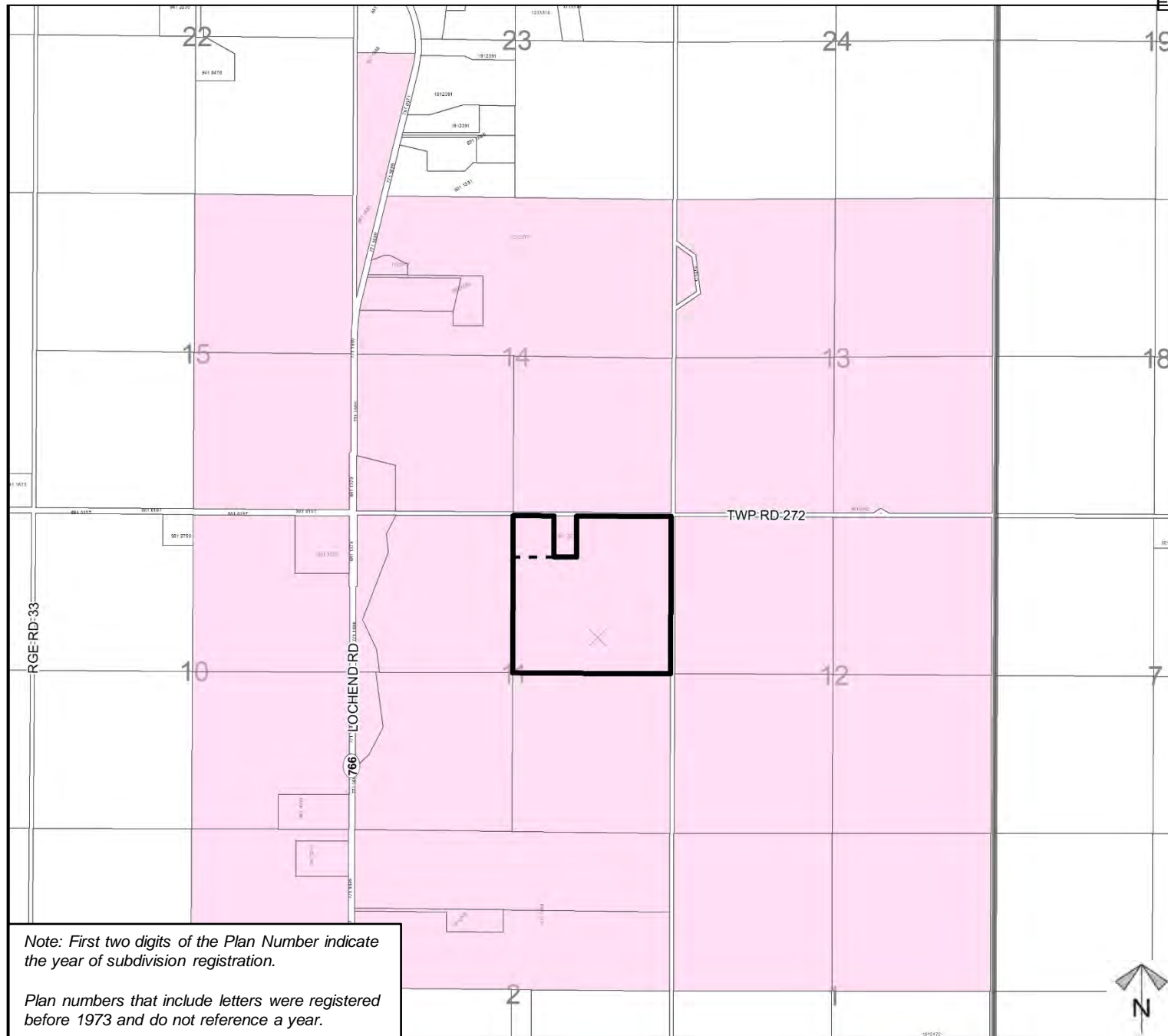


Not Support



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.





## PLANNING

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**TO:** Council

**DATE:** June 28, 2022 **DIVISION:** 3

**TIME:** Afternoon Appointment

**FILE:** 10025001 **APPLICATION:** PL20210157

**SUBJECT:** Redesignation Item – Agricultural Use

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**APPLICATION:** To redesignate the subject lands from Agricultural, General District (A-GEN) to Agricultural, Small Parcel District (A-SML) to facilitate the creation of a  $\pm$  28.82 hectare ( $\pm$  71.22 acre) parcel with a  $\pm$  27.26 hectare ( $\pm$  67.36 acre) remainder.

**GENERAL LOCATION:** Located southwest of the junction of Highway 40 and Range Road 60, approximately 0.80 kilometres (0.5 miles) east of the Municipal District of Bighorn.

**EXECUTIVE SUMMARY:** Council gave first reading to Bylaw C-8260-2022 on May 17, 2022.

The applicants seek to redesignate the lands to provide for future subdivision of the parcel into two similarly sized agricultural parcels for the purpose of continuing two separate cattle operations. The Applicant has indicated that they would continue raising a full blood Maine Anjou herd on one lot, and the other partner would raise a cross-bred herd on the other lot.

There is an existing single-family dwelling on the southeastern portion, along with several accessory buildings.

The Application was principally assessed against Policy 8.18 of the County Plan relating to new or distinct agricultural operations. Administration considers that the Applicant has failed to demonstrate a planning rationale for future agricultural subdivision as required by Policy 8.18, as separation of two cattle operations does not require subdivision. However, the Applicant has demonstrated that the proposed agricultural uses are compatible with adjacent agricultural lands, the parcel size for each lot is sufficient to support viable agricultural operations, and there is no negative impact on the environment or County infrastructure. Therefore, the proposal is considered to be broadly consistent with Section 8.0 (Agriculture) of the County Plan.

**ADMINISTRATION RECOMMENDATION:** Administration recommends approval as per Option #1.

### OPTIONS

- Option # 1:    Motion #1        THAT Bylaw C-8260-2022 be given second reading.
- Motion #2        THAT Bylaw C-8260-2022 be given third and final reading.
- Option # 2:    That application PL20210157 be refused.

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### Administration Resources

Xin Deng, Planning and Development Services





## AIR PHOTO & DEVELOPMENT CONTEXT:



## APPLICATION EVALUATION:

The application was evaluated based on application and the applicable policies and regulations.

<b>APPLICABLE POLICY AND REGULATIONS:</b> <ul style="list-style-type: none"> <li>• <i>Municipal Government Act;</i></li> <li>• Municipal Development Plan (County Plan);</li> <li>• Land Use Bylaw; and</li> <li>• County Servicing Standards</li> </ul>	<b>TECHNICAL REPORTS SUBMITTED:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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## POLICY ANALYSIS:

### County Plan

The application has been evaluated in accordance with the Agricultural policies of the County Plan.

Policy 8.18 notes that a new or distinct agricultural operation may be supported based on a series of criteria including:

- Similar pattern of nearby small agricultural operations;
- Planning rationale justifying why the existing land use cannot accommodate the new or distinct agricultural operation;
- Demonstration of the need for the new agriculture operation;
- Assessment of proposed parcel size and design demonstrating capability of supporting new or distinct agricultural operation, including soil characteristics and topography, on-site infrastructure and manure management, water wells, irrigation and sewage, and access, and compatibility with existing uses on parent parcel and adjacent lands;
- Assessment of impact on County infrastructure; and
- Assessment of impact on the environment, including air quality, surface water, and groundwater.

The Applicant proposes to continue raising a herd of approximately 25 full-blood Maine Anjou on one lot, which he has been breeding since 1988. Another family member would raise a herd of approximately 25 cross-bred Maine Anjou on the other lot.



## ROCKY VIEW COUNTY

Although the Applicant has demonstrated that there would be a distinct use on the proposed new lot, fencing or other measures would provide separation between the cattle operations without the need for subdivision. Consequently, there is no apparent rationale for future subdivision of the parcel.

However, the proposed agricultural uses are compatible with adjacent agricultural land, and the proposed parcel sizes are sufficient to support viable agricultural operations. The Applicant also proposes to continue using the existing approach off Highway 40 for both parcels and so there is minimal additional impact on infrastructure within the County. Upgrade to a mutual approach would be required as a condition of any future subdivision approval.

Overall, the proposal meets the agricultural policies and goals set out within Section 8.0 of the County Plan.

### Land Use Bylaw

The proposed new lots meet the minimum parcel size requirement of the Agricultural, Small Parcel District (A-SML) set out within the Land Use Bylaw.

### Additional Considerations

A  $\pm 2.72$  hectare ( $\pm 6.74$  acre) parcel was created in the middle of the quarter section in 1987 with an access easement agreement. At the future subdivision stage, the existing access easement agreement would need to be updated to ensure the owner of that parcel can continue access through the proposed two lots to Highway 40.

Respectfully submitted,

Concurrence,

“Brock Beach”

“Dorian Wandzura”

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Acting Executive Director  
Community Development Services

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Chief Administrative Officer

XD/rp

### **ATTACHMENTS:**

ATTACHMENT ‘A’: Application Information

ATTACHMENT ‘B’: Application Referrals

ATTACHMENT ‘C’: Bylaw C-8260-2022 and Schedule A

ATTACHMENT ‘D’: Map Set



## ATTACHMENT 'A': APPLICATION INFORMATION

<b>APPLICANT/OWNER:</b> Global Raymac Surveys Inc. (Noah Nichols) Keith MacMillan and Sharon Halladay	<b>DATE APPLICATION RECEIVED:</b> Sept 29, 2021 The Applicant requested to put the file on hold, and then requested to re-activate the file on April 18, 2022.
<b>GROSS AREA:</b> ± 56.33 hectares (± 139.2 acres)	<b>LEGAL DESCRIPTION:</b> A Portion of NE-25-26-06-W05M
<b>SOILS (C.L.I. from A.R.C.):</b> 4H,M, E – The land contains soil with severe limitations for crop projection due to temperature, low moisture holding, adverse texture, and erosion damage.	
<b>HISTORY:</b> 1987      A ± 2.72 hectare (± 6.74 acre) parcel was created in the middle of the quarter section, and registered in Plan 8710213. Note: The reminder land is the subject land in this application	
<b>PUBLIC &amp; AGENCY SUBMISSIONS:</b> The application was circulated to 28 adjacent landowners. No responses were received. The application was also circulated to a number of internal and external agencies, as depicted in Attachment 'B'.	



## ATTACHMENT B: APPLICATION REFERRALS

AGENCY	COMMENTS
<b><i>Provincial of Alberta</i></b>	
Alberta Transportation	<p>Alberta Transportation has no concerns with the above noted redesignation proposal. However, future subdivision would have to meet the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of Highway 40. The department is currently protecting Highway 40 to a Major Two-Lane standard at this location.</p> <p>Future subdivision would not meet Section 14 and 15 of the regulation. The department anticipates minimal impact on the highway from this proposal. However, future subdivision would not meet Section 15 as there is no physical or legal means of access to the new <math>\pm 71.22</math> acre parcel. For future access management requirements dedication of a 30m service road parallel and adjacent to Highway 40 may be required. Therefore, Pursuant to Section 16 of the Regulation, the department would be prepared to grant approval for the subdivision authority to grant a variance of Section 14 and pursuant to Section 15, the department would likely accept service road dedication that meets department requirements if/when a subdivision referral is received from the municipality. Alberta Transportation will provide further comments at that time.</p>
<b><i>Internal Departments</i></b>	
Agricultural Services	<p>The two components of the proposal appear to be acceptable operations as the land will continue to be used for agricultural purposes. The proposed new and distinct agricultural operation, could also be carried out under the current land use designation.</p>
Capital Projects – Engineering	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>The Applicant is not required to demonstrate adequate servicing for the proposed future subdivision, as per the County's Residential Water and Sewer Requirements Policy (C-411), since the resulting parcels are greater than 30 acres in size.</li> </ul> <p><b>Geotechnical:</b></p> <ul style="list-style-type: none"> <li>Some steep slopes are present on the future proposed lot. However, sufficient space exists for a permanent structure on flatter slopes. Engineering has no requirement at this time.</li> </ul> <p><b>Transportation:</b></p> <ul style="list-style-type: none"> <li>Access to the subject land and the small lot in the middle (Block A, Plan 8710213) is provided by an approach off Highway 40 with an existing Access Easement Agreement. As a condition of future subdivision, the applicant/owner shall update the easement on each affected title.</li> <li>As a condition of future subdivision, the applicant/owner will be required to upgrade the existing approach to a mutual approach.</li> </ul>



ROCKY VIEW COUNTY

AGENCY	COMMENTS
	<ul style="list-style-type: none"> <li>Access management will be determined at future subdivision stage by AT. The owner may be required to dedicate 30 meters for a future service road.</li> <li>The applicant will not be required to pay the transportation offsite levy, as per the applicable TOL bylaw as the resulting parcels sizes are more than 7.41 acres.</li> </ul> <p><b>Sanitary/Waste Water:</b></p> <ul style="list-style-type: none"> <li>Engineering has no requirements at this time.</li> </ul> <p><b>Water Supply And Waterworks:</b></p> <ul style="list-style-type: none"> <li>Engineering has no requirements at this time.</li> </ul> <p><b>Storm Water Management:</b></p> <ul style="list-style-type: none"> <li>Given the size of the subject land(s), no significant increase in imperviousness is expected, therefore an SSIP is not required at this time.</li> </ul> <p><b>Environmental:</b></p> <ul style="list-style-type: none"> <li>As per County GIS, there are two wetlands on the proposed future lot and a creek on the remainder lot. Should the owner propose development that has direct impact to the wetlands and creek, the applicant will be responsible for obtaining all required AEP approvals.</li> </ul>

Circulation Period: November 4, 2021 – November 26, 2021

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



ROCKY VIEW COUNTY

# BYLAW C-8260-2022

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The Council of Rocky View County enacts as follows:

## Title

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## Definitions

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## Effect

3. THAT Schedule B, Land Use Map, of C-8000-2020 be amended by redesignating a portion of NE-25-26-06-W05M from Agricultural, General District (A-GEN) to Agricultural, Small Parcel District (A-SML), as shown on the attached Schedule 'A' forming part of this Bylaw.
4. THAT a portion of NE-25-26-06-W05M is hereby redesignated to Agricultural, Small Parcel District (A-SML), as shown on the attached Schedule 'A' forming part of this Bylaw.

## Effective Date

5. Bylaw C-8260-2022 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 this \_\_\_\_\_17\_\_\_\_\_ day of \_\_May\_\_\_\_, 2022

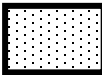
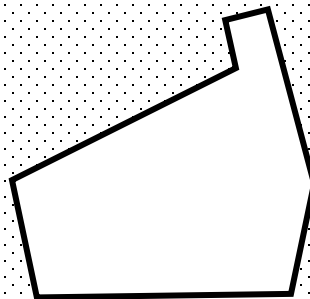
PUBLIC HEARING HELD this \_\_\_\_\_ day of \_\_\_\_\_, 2022

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Mayor\_\_\_\_\_  
Chief Administrative Officer\_\_\_\_\_  
Date Bylaw Signed

## Schedule 'A'

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TO
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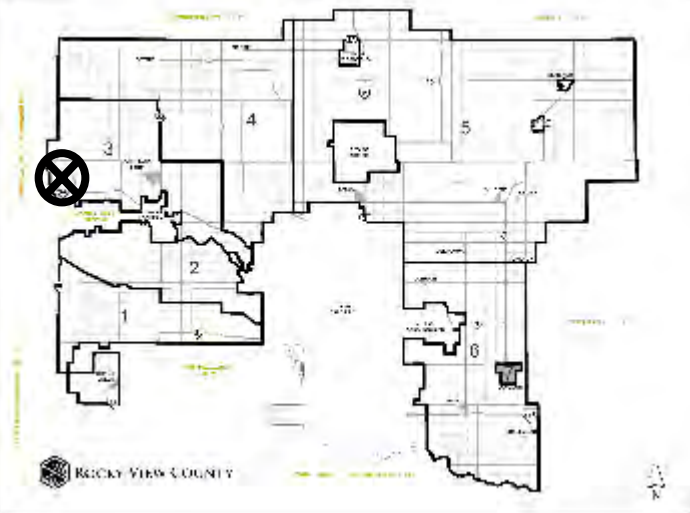


## Location & Context

### Redesignation Proposal

To redesignate the subject lands from Agricultural, General District (A-GEN) to Agricultural, Small District (A-SML) in order to facilitate the creation of a  $\pm 71.22$  acre parcel with a  $\pm 67.36$  acre remainder.

Division: 3  
Roll: 10025001  
File: PL20210157  
Printed: October 4, 2021  
Legal: A portion of NE-25-26-06  
Page 61 of 192







## Development Proposal

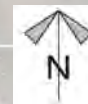
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**New Lot**  
**A-GEN  $\rightarrow$  A-SML**  
 **$\pm 71.22$  acres**

**Remainder**  
**A-GEN  $\rightarrow$  A-SML**  
 **$\pm 67.36$  acres**

This lot is not part of  
the application







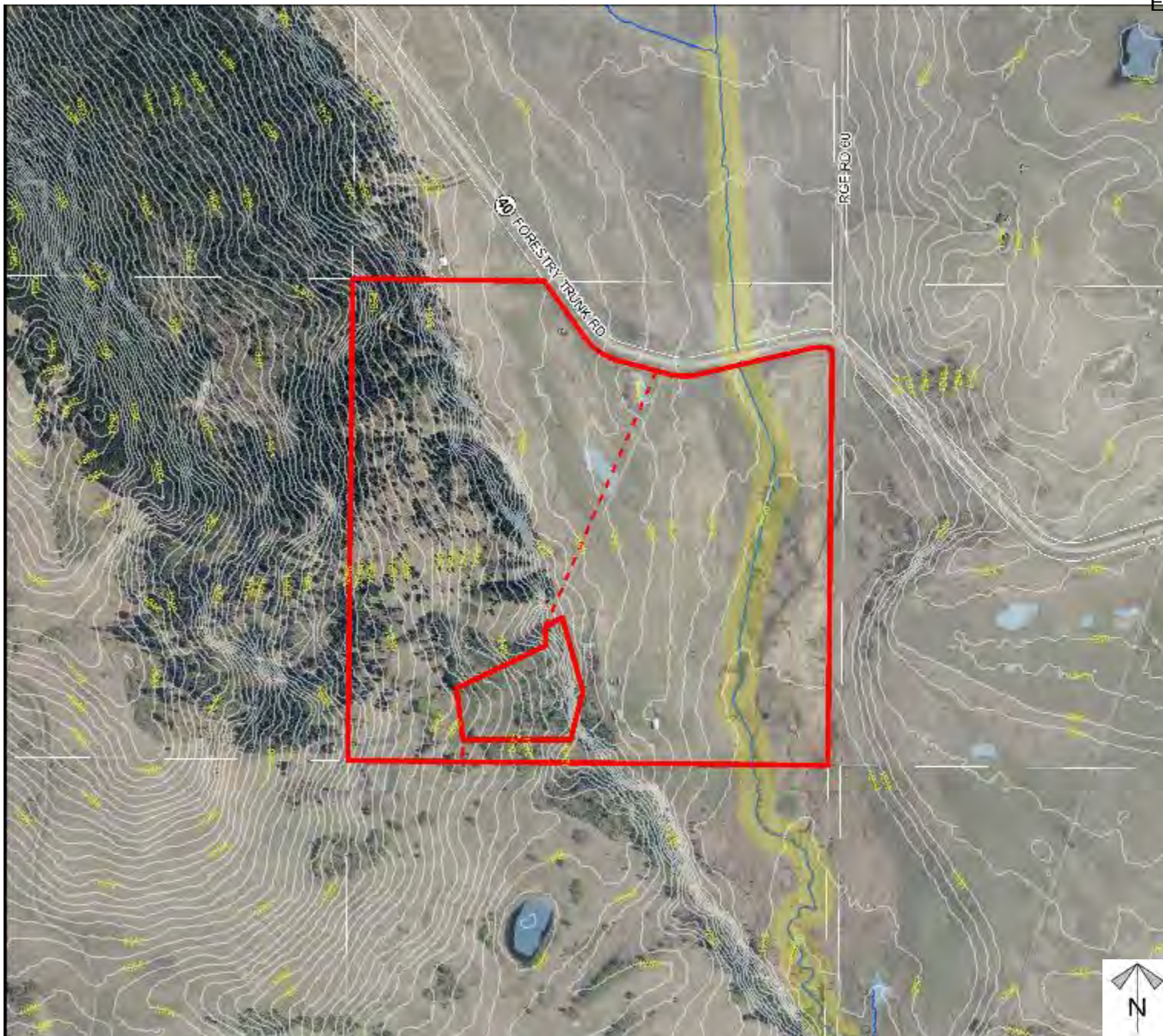
## Environmental

### Redesignation Proposal

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-  Contour - 2 meters
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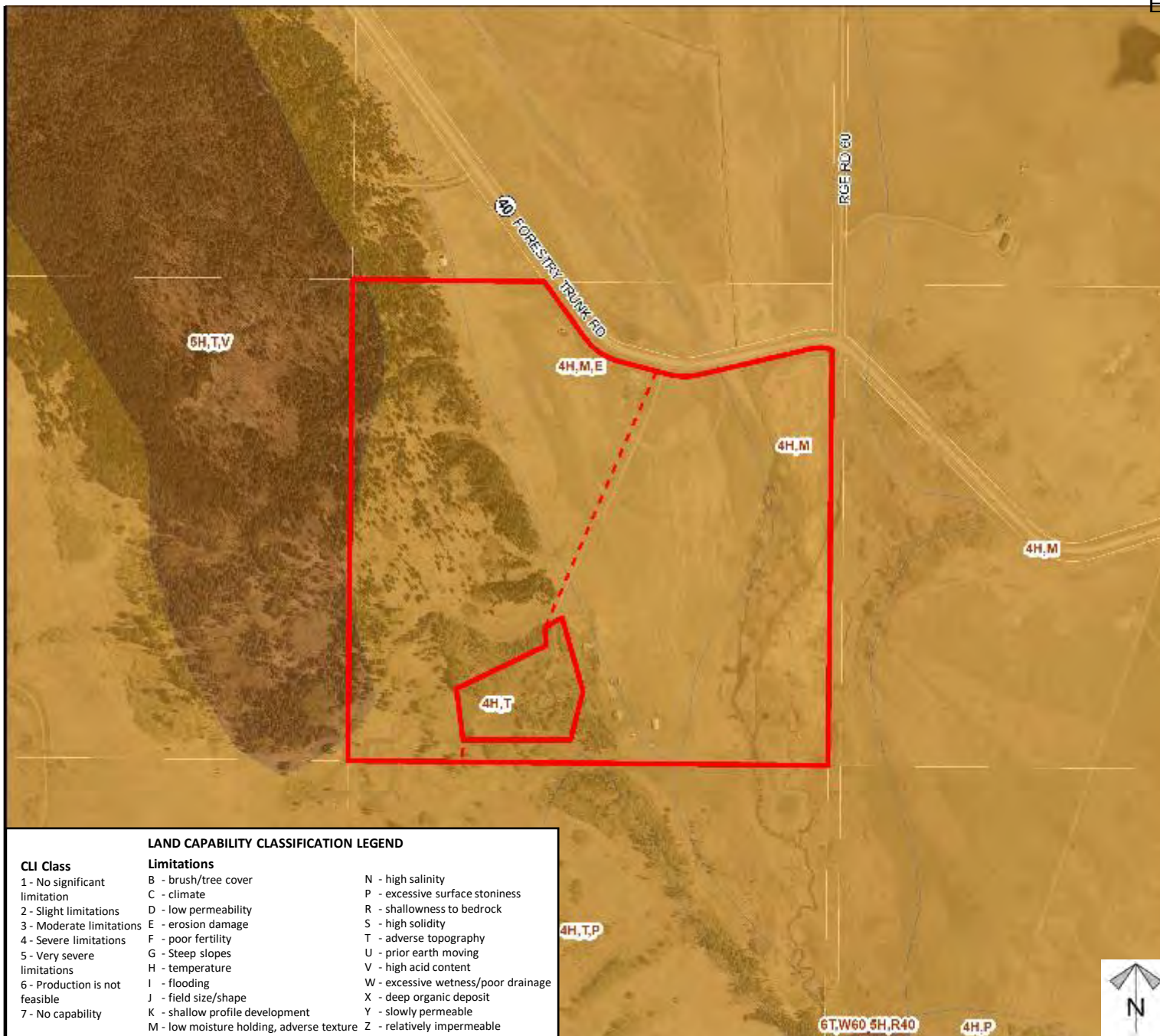




## Soil Classifications

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#### LAND CAPABILITY CLASSIFICATION LEGEND

##### CLI Class

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Legal: A portion of NE-25-26-06  
Page 64 of 192



## Landowner Circulation Area

### Redesignation Proposal

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### Legend

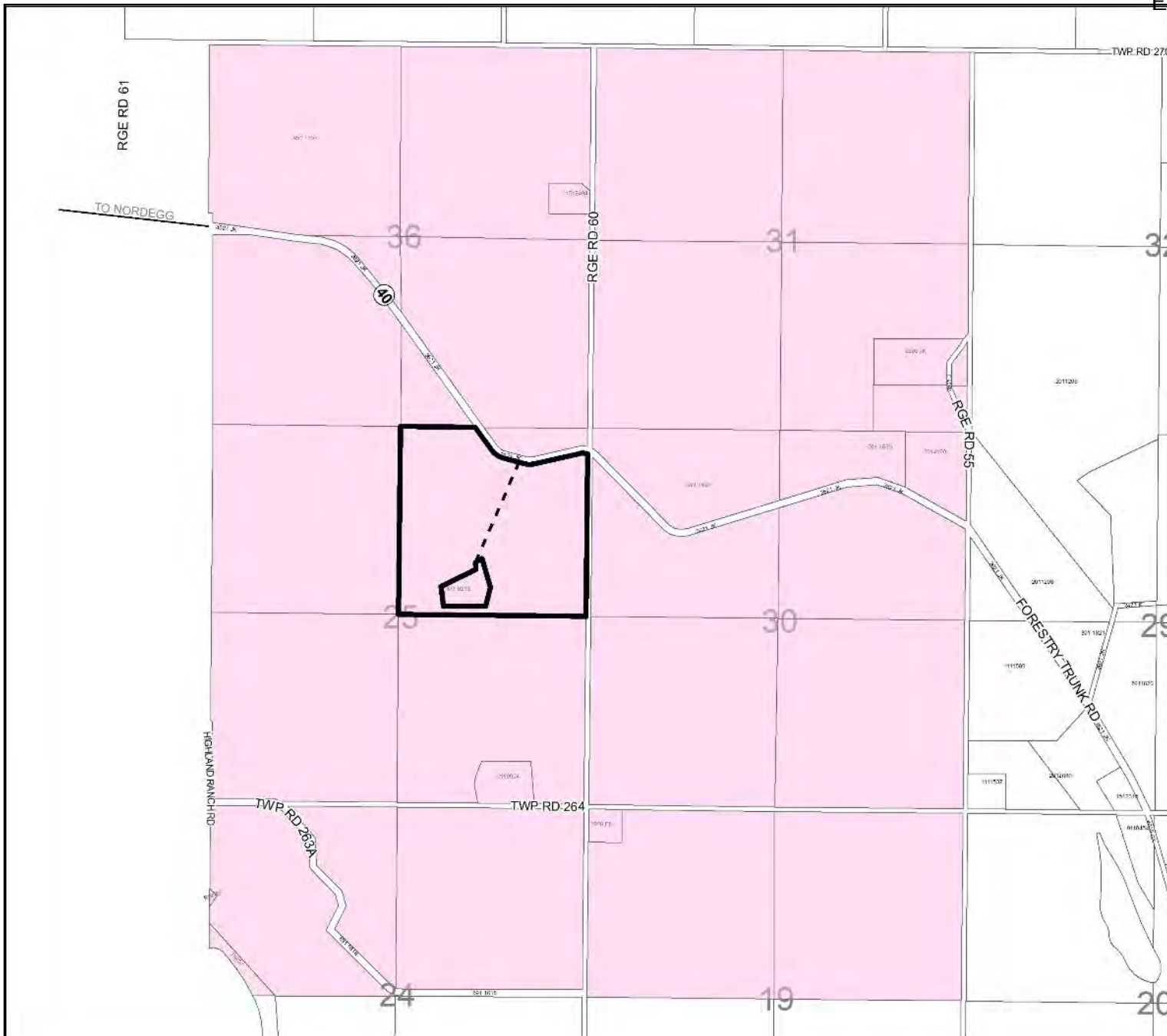
Support



Not Support



Division: 3  
Roll: 10025001  
File: PL20210157  
Printed: October 4, 2021  
Legal: A portion of NE-25-26-06  
Page 65 of 192



## RECREATION, PARKS AND COMMUNITY SUPPORT

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**TO:** Council  
**DATE:** June 28, 2022 **DIVISION:** 6  
**FILE:** N/A  
**SUBJECT:** Bow Valley Agricultural Society Letter of Support

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### EXECUTIVE SUMMARY:

The Bow Valley Agricultural Society is requesting a letter of support to include with grant applications to assist with capital costs related to the expansion of an additional ice sheet at the Indus Arena.

### ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

### BACKGROUND:

Through the Recreation & Parks Master Plan, Rocky View County has recognized the need for an additional ice surface at the Indus Arena.

The Bow Valley Agricultural Society has been working on their arena expansion project since 2006. In that time, the society has completed a market assessment, developed conceptual plans, produced a business and operational plan, and held ongoing public engagement sessions with the community and partners who will use the facility.

In the fall of 2017, Council recommended that \$1.75 million in funding be approved for the Indus Recreation Centre Expansion Project; that funding is identified in the County's Capital Plan and is committed through several funding sources.

To support this project, the Society needs to continue to fundraise and is consistently applying for numerous grant opportunities. Most grant applications, outside of the County, require a letter of support from the respective municipality if the facility is on municipally-owned land. As with all letters of support, the County includes language that does not commit the municipality for future funding.

### BUDGET IMPLICATIONS:

There are no budget implications associated with this request of providing a letter of support.

### OPTIONS:

- Option #1                      THAT Administration be authorized to provide a letter of support for the Bow Valley Agricultural Society for their Indus Recreation Centre Expansion Project, as per Attachment 'A'
- Option #2                      THAT alternative direction be provided.

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### Administration Resources

Amber Smith, Recreation, Parks and Community Support





ROCKY VIEW COUNTY

Respectfully submitted,

Concurrence,

“Brock Beach”

“Dorian Wandzura”

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Acting Executive Director  
Community Development Services

---

Chief Administrative Officer

AS/rp

**ATTACHMENTS:**

ATTACHMENT ‘A’ – Draft Letter of Support for the Bow Valley Agricultural Society



**ROCKY VIEW COUNTY**

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

403-230-1401  
questions@rockyview.ca  
www.rockyview.ca

June 28, 2022

Bow Valley Agricultural Society  
225155 Range Road 281A  
Indus, AB T1X 0H7

**Re: Letter of Support for the Bow Valley Agricultural Society**

On behalf of Council, we would like to acknowledge the funding support the Municipality has provided to the Bow Valley Agricultural Society since the original Indus arena was built almost 5 decades ago. Rocky View County has continued to support this facility since 1973, and in 2017 Council approved a substantial funding commitment towards an expansion project at the Indus Recreation Centre complex.

Though this letter does not bind the Municipality to provide any further funding, the Rocky View County Council wishes the Bow Valley Agricultural Society every success in their efforts to secure support and funding for this project.

Please contact me should you have any questions.

Sincerely,

Mayor Don Kochan  
Rocky View County



## RECREATION, PARKS & COMMUNITY SUPPORT

**TO:** Council

**DATE:** June 28, 2022

**DIVISION:** 7

**FILE:** N/A

**SUBJECT:** Langdon Recreation Grant Program Policy, C-328

### EXECUTIVE SUMMARY:

The Langdon Recreation Grant Program Policy, C-328, has recently undergone a review under the County's policy review process. Minor amendments are proposed to provide clarity and be consistent with our policy standards. The policy intent would not change and would continue to function as originally intended.

On June 15, a report was brought to the Recreation Governance Committee, who recommended the amendments be brought to Council for final approval.

### ADMINISTRATION RECOMMENDATION:

Administration recommends that the Langdon Recreation Grant Program Policy, C-328, be approved in accordance with Option #1.

### BACKGROUND:

The Langdon Recreation Grant Program Policy, C-328, was adopted by Council on October 14, 2014, to establish an annual funding program to support community initiatives that improve recreational services in the hamlet of Langdon. This program is resourced exclusively through the Langdon Recreation Special Tax Levy. The policy was most recently amended on February 25, 2020.

Attachment 'A' shows the proposed textual amendments to Policy C-328, which are being made for policy consistency, for language clarity, to clarify the roles of Council and Administration, and to add and amend definitions as required.

Table 1 outlines the proposed amendments to the existing Policy C-328.

**Table 1: Proposed amendments to Policy C-328**

Amended Section	Proposed Addition or Change	Rationale
<b>Purpose</b>		
1 – amended	<p><b>Proposed:</b> This policy establishes the Langdon Recreation Grant Program, which provides financial resources for recreation services in the hamlet of Langdon in Rocky View County ("the County").</p> <p><b>Former:</b> This policy establishes the Langdon Recreation Grant Program, which resources community initiatives that improve recreation services in the hamlet of Langdon in Rocky View County (the County).</p>	Point of clarification, alignment with policy intent

### Administration Resources

Dimitri Dimopoulos, Recreation, Parks & Community Support



Amended Section	Proposed Addition or Change	Rationale
<b>Policy</b>		
5 – amended	<p><b>Proposed:</b> The Langdon Recreation Grant Program is funded by the <i>Langdon Special Tax Rate Bylaw</i>.</p> <p><b>Former:</b> The Langdon recreation special tax levy funds the Langdon Recreation Grant Program.</p>	Point of clarification, usage of correct terminology
6 – amended	<p><b>Proposed:</b> Council approves the <i>Langdon Special Tax Rate Bylaw</i> annually.</p> <p><b>Former:</b> Council approves the Langdon special tax levy annually by bylaw.</p>	Point of clarification, usage of correct terminology
8 – amended	<p><b>Proposed:</b> The RGC reviews grant applications in accordance with the Recreation and Parks Master Plan.</p> <p><b>Former:</b> The RGC reviews grant applications against applicable recreation and open space master plans.</p>	Point of clarification, usage of correct terminology, alignment with approved County plans
10 – amended	<p><b>Proposed:</b> If the number of funding requests exceeds the funds available, not all funding requests will be approved.</p> <p><b>Former:</b> If the number of funding requests exceeds the funds available, eligible initiatives may not receive full funding.</p>	Point of clarification, consistency with comparable funding policies
11(3) – amended	<p>To be eligible for a grant under this policy: applicants must be ...</p> <p>Programs must be offered at a reasonable <b>affordable</b> <del>non-restrictive</del> fee.</p>	Point of clarification, usage of correct terminology, consistency with comparable funding policies
12 – amended	<p><b>Proposed:</b> Funding priority is given to initiatives that provide priority use to Langdon residents.</p> <p><b>Former:</b> Funding priority is given to initiatives that encourage Langdon residents to participate.</p>	Point of clarification, alignment with policy intent



Amended Section	Proposed Addition or Change	Rationale
13(2) – eliminated	The following organizations, initiatives, and expenditures are ineligible for funding under this policy:…  museums (moved to Section 14)	Consistency with comparable funding policies, alignment with policy intent
13(2) – new	The following organizations, initiatives, and expenditures are ineligible for funding under this policy:…  religious societies (moved from Section 14)	Consistency with comparable funding policies, alignment with policy intent
13(5) – amended	The following organizations, initiatives, and expenditures are ineligible for funding under this policy:…  facilities that do not allow reasonable access to the <b>general</b> public	Point of clarification, usage of correct terminology
13(7) – amended	The following organizations, initiatives, and expenditures are ineligible for funding under this policy:…  costs to operate the applicant's organization, such as <del>the</del> salaries, wages, <b>and</b> day-to-day administration costs	Point of clarification, usage of correct terminology
14(1) – eliminated	Funding for the following organizations, initiatives, and expenditures are subject to the RGC's discretion:…  religious societies (moved to Section 13)	Consistency with comparable funding policies, alignment with policy intent
14(2) – new	The following organizations, initiatives, and expenditures are ineligible for funding under this policy:…  museums (moved from Section 13)	Consistency with comparable funding policies, alignment with policy intent
16 – amended	Grant awards are subject to conditions. The County releases the funds once all <del>grant</del> conditions <b>of the grant</b> are satisfied.  <b>Note:</b> was number 15(3), renumbered as own section – all other sections moved down one	Point of clarification, consistency with comparable funding policies



Amended Section	Proposed Addition or Change	Rationale
<b>References</b>		
Related Plans, Bylaws, Policies, etc. – amended	Rocky View County Bylaw “ <i>Langdon Special Tax Rate Bylaw</i> ”  <b>Note:</b> As the bylaw is replaced annually, removed reference to the year.	Point of clarification
<b>Definitions</b>		
22(7) – amended	<b>Proposed:</b> “funding agreement” is an agreement that could include and is not limited to a memorandum of understanding or a dissolution agreement, and...  <b>Former:</b> 21(7) “funding agreement” means a memorandum of understanding defining the provisions of County support or oversight through the life of the project or for the provision of the improvement, including minimum conditions for funding award, and...	Point of clarification, consistency with comparable funding policies, alignment with policy intent
22(8) – new	Honoraria, defined as a payment given for professional services that are rendered nominally without charge	Point of clarification

**BUDGET IMPLICATIONS:**

There are no budget implications at this time.

**OPTIONS:**

Option #1                      THAT the amended Langdon Recreation Grant Program Policy, C-328, be approved, as per Attachment ‘A’.

Option #2                      THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

“Brock Beach”

“Dorian Wandzura”

\_\_\_\_\_  
Acting Executive Director  
Community Development Services

\_\_\_\_\_  
Chief Administrative Officer

CC/rp



**ATTACHMENTS:**

ATTACHMENT 'A' – Proposed Langdon Recreation Grant Program Policy, C-328 (draft)

ATTACHMENT 'B' – Existing Langdon Recreation Grant Program Policy, C-328



# LANGDON RECREATION GRANT PROGRAM

Council Policy

C-328

Policy Number:	C-328
Policy Owner:	Recreation, Parks and Community Support
Adopted By:	Council
Adoption Date:	2014 October 14
Effective Date:	2014 October 14
Date Last Amended:	TBD Council Approval
Date Last Reviewed:	2022 May 12

## Purpose

- 1 This policy establishes the Langdon Recreation Grant Program, which provides financial resources for community and recreation services in the hamlet of Langdon in Rocky View County ("the County").



## Policy Statement

- 2 Council values the volunteers and resources that non-profit recreation organizations in Langdon provide for County residents.
- 3 Council encourages and supports partnership opportunities that enhance the quality of life of residents through cultural, recreation, sport, and leisure experiences, as well as community development opportunities.
- 4 Through this grant program, the County provides operational and capital assistance to non-profit recreation organizations with facilities, programs, or services in Langdon.



## Policy

### Funding

- 5 The Langdon Recreation Grant Program is funded by the *Langdon Special Tax Rate Bylaw*.
- 6 Council approves the *Langdon Special Tax Rate Bylaw* annually.



## LANGDON RECREATION GRANT PROGRAM

### Council Policy

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- 7 The Recreation Governance Committee (RGC) evaluates grant applications and allocates funding to approved and eligible non-profit recreation organizations.
- 8 The RGC reviews grant applications in accordance with the Recreation and Parks Master Plan.
- 9 The RGC's funding decisions are final.
- 10 If the number of funding requests exceeds the funds available, not all funding requests will be approved.

### Grant Criteria

- 11 To be eligible for a grant under this policy:
  - (1) Applicants must be:
    - (a) registered or incorporated non-profit organizations under the *Agricultural Societies Act*, the *Alberta Societies Act*, or Part 9 of the *Companies Act* that provides recreation programs or manages recreation facilities within Langdon; or
    - (b) the County, acting as an agent on behalf of Langdon.
  - (2) Initiatives must improve the quality or quantity of recreational opportunities within Langdon; and
  - (3) Programs must be offered at a reasonable affordable fee.
- 12 Funding priority is given to initiatives that provide priority use to Langdon residents.

### Non-Eligible Organizations, Initiatives, and Expenditures

- 13 The following organizations, initiatives, and expenditures are ineligible for funding under this policy:
  - (1) libraries;
  - (2) religious societies;



## LANGDON RECREATION GRANT PROGRAM

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C-328

- (3) school boards and school activities;
- (4) facilities that do not allow reasonable access to the general public;
- (5) societies or associations that are not open to the general public;
- (6) programs and recreation facilities outside Langdon;
- (7) costs to operate the applicant's organization, such as salaries, wages, and day-to-day administration costs;
- (8) fundraising activities;
- (9) honoraria,
- (10) consumables
- (11) retroactive expenses.

### Discretionary Approvals

- 14 Funding for the following organizations, initiatives, and expenditures are subject to the RGC's discretion:
- (1) museums;
  - (2) service clubs;
  - (3) non-profit recreation organizations registered in another jurisdiction that provide a service to County residents;
  - (4) programs that already receive funding from Family and Community Support Services (FCSS) or other social services; and
  - (5) the County acting as an agent on behalf of Langdon; and
  - (6) recreation facilities on private property.

### Terms of Award

- 15 The RGC may award grants:



## LANGDON RECREATION GRANT PROGRAM

Council Policy

C-328

- (1) up to a maximum of \$50,000 per year toward capital projects in a recreation facility;
  - (2) up to a maximum of \$40,000 per year for program funding, operational costs, and maintenance costs.
- 16 Grant awards are subject to conditions. The County releases the funds once all conditions of the grant are satisfied.
- 17 The RGC may require a funding agreement for successful capital funding applications.
- 18 Grant recipients must:
  - (1) use grant funds for the approved purpose identified in their grant application;
  - (2) use capital funds within two years of funds receipt;
  - (3) use operational funds within one year of funds receipt;
  - (4) return any unused grant funds to the County; and
  - (5) recognize the County as a source of funding. Recognition may be in the form of signage, or by using another method as approved by the Chief Administrative Officer.
- 19 Grant extensions or minor changes in project scope may be granted at the discretion of the Chief Administrative Officer.

### Project Reporting

- 20 Grant recipients must submit a project completion report to the County no more than three months after the initiative is completed. Grant recipients are ineligible for future grant funding until this requirement is fulfilled.
- 21 In the project completion report, the grant recipient must provide evidence of expenditures associated with program implementation and initiative completion.









## LANGDON RECREATION GRANT PROGRAM

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- (4) “consumables” means nondurable or soft goods that are meant to be consumed, including food, fuel, and promotional items or have a life span of less than five years, including but not limited to food, kitchen items, furniture, clothing and uniforms with the exception of facility rental and recreational programming software;
- (5) “Council” means the duly elected Council of Rocky View County;
- (6) “County” means Rocky View County;
- (7) “funding agreement” is an agreement that could include and is not limited to a memorandum of understanding or a dissolution agreement and the expectations that:
  - (a) transparent and fair competitive tendering practices occur;
  - (b) all initiatives utilizing public funds are subject to County audit; and
  - (c) the initiative provides for an appropriate level of public use;
- (8) honoraria, defined as a payment given for professional services that are rendered nominally without charge;
- (9) “initiative” means any undertaking by a non-profit recreation organization that results in the purchase, rehabilitation, upgrading, or construction of a recreation facility, or the development or provision of a recreation program;
- (10) “maintenance costs” means the ongoing cost of running or maintaining a recreation facility or program;
- (11) “*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;
- (12) “non-profit recreation organization” means a voluntary, community-based, organization incorporated under the *Societies Act*, the *Agricultural Societies Act*, or Part 9 of the *Companies Act* whose mandate is to provide social leisure or recreational opportunities to the public without realizing a profit to its members;
- (13) “operational” means the routine functioning and activities of a program, service, or facility such as but not limited to operational costs, utilities, and insurance with the exception of ineligible expenses as outlined in this policy;



## LANGDON RECREATION GRANT PROGRAM

### Council Policy

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- (14) “programs” are formal, planned, instructor-led opportunities for individuals to develop skill or understanding in a specific content area, whether through registering for, or dropping into, a scheduled activity;
- (15) “project completion report” refers to the report a non-profit recreation organization is required to submit to the County that outlines how grant funds were actually spent;
- (16) “recreation” is an experience that results from freely chosen participation in physical, social, intellectual, creative, and cultural pursuits that enhance individual and community well-being;
- (17) “recreation facility” means a location or multiple infrastructure within one location, designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;
- (18) “Recreation Governance Committee” is a Council committee that acts as an approving body regarding matters pertaining to recreation and cultural services in the County, including grant applications, funding allocation, studies, and master plans;
- (19) “recreation services” means a broad concept related to sports, fitness, social recreation, special community events, and capital community initiative development;
- (20) “religious societies” means the incorporated congregations of a church or a religious denomination under the *Religious Societies Land Act*;
- (21) “retroactive expenses” means expenditures incurred prior to approval of grant by RGC;
- (22) “RGC” means the Recreation Governance Committee;
- (23) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (24) “school activities” means any activities that are either provided as part of the regular Alberta Education curriculum or by a school outside regular school hours;
- (25) “service club” means a voluntary, non-profit recreation organization whose members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations; and
- (26) “volunteer” means anyone who offers time, energy, and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work



## LANGDON RECREATION GRANT PROGRAM

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without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.

DRAFT



# LANGDON RECREATION GRANT PROGRAM

Council Policy

C-328

Policy Number:	C-328
Policy Owner:	Recreation, Parks and Community Support
Adopted By:	Council
Adoption Date:	2014 October 14
Effective Date:	2014 October 14
Date Last Amended:	2020 February 25
Date Last Reviewed:	2020 January 30

## Purpose

- 1 This policy establishes the Langdon Recreation Grant Program, which resources community initiatives that improve recreation services in the hamlet of Langdon in Rocky View County (the County).



## Policy Statement

- 2 Council values the volunteers and resources that non-profit recreation organizations in Langdon provide for County residents.
- 3 Council also encourages and supports partnership opportunities that enhance quality of life through cultural, recreation, sport, and leisure experiences, and community development opportunities.
- 4 Through this grant program, the County provides operational and capital assistance to non-profit recreation organizations with facilities, programs, or services in Langdon.



## Policy

### Funding

- 5 The Langdon recreation special tax levy funds the Langdon Recreation Grant Program.
- 6 Council approves the Langdon special tax levy annually by bylaw.



## LANGDON RECREATION GRANT PROGRAM

### Council Policy

C-328

- 7 The Recreation Governance Committee (the RGC) evaluates grant applications and allocates funding to approved, eligible non-profit recreation organizations.
- 8 The RGC reviews grant applications against applicable recreation and open space master plans.
- 9 The RGC's funding decisions are final.
- 10 If the number of funding requests exceeds the funds available, eligible initiatives may not receive full funding.

### Grant Criteria

- 11 To be eligible for a grant under this policy:
  - (1) applicants must be
    - (a) registered or incorporated non-profit organizations under the *Agricultural Societies Act*, the *Alberta Societies Act*, or Part 9 of the *Companies Act* that either provide recreation programs or manage recreation facilities within Langdon; or
    - (b) the County acting as an agent on behalf of Langdon.
  - (2) initiatives must improve the quality or quantity of recreational opportunities within Langdon; and
  - (3) programs must be offered at a reasonable, non-restrictive fee.
- 12 Funding priority is given to initiatives that encourage Langdon residents to participate.

### Non-Eligible Organizations, Initiatives, and Expenditures

- 13 The following organizations, initiatives, and expenditures are ineligible for funding under this policy:
  - (1) libraries;
  - (2) museums;
  - (3) school boards and school activities;



## LANGDON RECREATION GRANT PROGRAM

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- (4) facilities that do not allow reasonable access to the public;
- (5) societies or associations that are not open to the general public;
- (6) programs and recreation facilities outside Langdon;
- (7) costs to operate the applicant's organization, such as but not limited to the salaries, wages, day-to-day administration costs;
- (8) fundraising activities;
- (9) honoraria;
- (10) consumables; and
- (11) retroactive expenses.

### Discretionary Approvals

14 The following organizations, initiatives, and expenditures are subject to the RGC's discretion:

- (1) religious societies;
- (2) service clubs;
- (3) non-profit recreation organizations registered in another province that provide a service to County residents;
- (4) programs that already receive funding from Family and Community Support Services or other social services; and
- (5) the County acting as an agent on behalf of Langdon; and
- (6) recreation facilities on private property.



## LANGDON RECREATION GRANT PROGRAM

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### Terms of Award

- 15 The RGC may award grants:
- (1) up to a maximum of \$50,000 per year toward capital projects in a recreation facility;
  - (2) up to a maximum of \$40,000 per year for program funding, operational costs, and maintenance costs.
  - (3) that are subject to conditions. The County releases the funds once all grant conditions are satisfied.
- 16 The RGC may require a funding agreement for successful capital funding applications.
- 17 Grant recipients must:
- (1) use grant funds for the approved purpose identified in their grant application;
  - (2) return any unused grant funds to the County;
  - (3) use capital funds within two years of funds receipt;
  - (4) use operational funds within one year of funds receipt; and
  - (5) recognize the County as a source of funding. Recognition may be in the form of signage, or another source of recognition, as approved by the Chief Administrative Officer.
- 18 Grant extensions or minor changes in project scope may be granted at the discretion of the Chief Administrative Officer.

### Project Reporting

- 19 Grant recipients must submit a project completion report to the County no more than three months after the initiative is completed. Grant recipients are ineligible for future grant funding until this requirement is fulfilled.
- 20 In the project completion report, the grant recipient must provide evidence of expenditures associated with program implementation and initiative completion.







# LANGDON RECREATION GRANT PROGRAM

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## References

Legal Authorities	<ul style="list-style-type: none"> <li>• <i>Agricultural Societies Act</i>, RSA 2000, c A-11</li> <li>• <i>Companies Act</i>, RSA 2000, c C-21</li> <li>• <i>Municipal Government Act</i>, RSA 2000, c M-26</li> <li>• <i>Religious Societies' Land Act</i>, RSA 2000, c R-15</li> <li>• <i>Societies Act</i>, RSA 2000, c S-14</li> </ul>
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> <li>• Rocky View County Bylaw C-7874-2019, "<i>2019 Langdon Special Tax Rate Bylaw</i>", as amended or replaced from time to time</li> </ul>
Related Procedures	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Other	<ul style="list-style-type: none"> <li>• N/A</li> </ul>



## Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> <li>• 2018 June 05 - Council amended - Renumbered from C-322 to C-328 to correct a clerical error</li> <li>• 2020 February 25 – Council amended to delegate RGC as approving authority, policy name changed, notwithstanding clause removed</li> </ul>
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> <li>• 2020 January 30 – Minor amendments recommended to include RGC and improve readability</li> </ul>



## Definitions

21 In this policy:

- (1) “applicant” means an organization or individual applying for a grant pursuant to this policy;
- (2) “capital” means resourcing used to enhance infrastructure that can be recorded as an asset or depreciated under the organization’s financial statements;
- (3) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;



## LANGDON RECREATION GRANT PROGRAM

### Council Policy

C-328

- (4) “consumables” means nondurable or soft goods that are meant to be consumed, including food, fuel, and promotional items;
- (5) “Council” means the duly elected Council of Rocky View County;
- (6) “County” means Rocky View County;
- (7) “funding agreement” means a memorandum of understanding defining the provision of County support or oversight through the life of the project or for the provision of the improvement, including minimum conditions for funding award, and the expectations that:
  - (a) transparent and fair competitive tendering practices occur;
  - (b) all initiatives utilizing public funds are subject to County audit; and
  - (c) the initiative provides for an appropriate level of public use;
- (8) “initiative” means any undertaking by a non-profit recreation organization that results in the purchase, rehabilitation, upgrading, or construction of a recreation facility, or the development or provision of a recreation program;
- (9) “maintenance costs” means the ongoing cost of running or maintaining a recreation facility or program;
- (10) “*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;
- (11) “non-profit recreation organization” means a voluntary, community-based, organization incorporated under the *Societies Act*, the *Agricultural Societies Act*, or Part 9 of the *Companies Act* whose mandate is to provide social leisure or recreational opportunities to the public without realizing a profit to its members;
- (12) “operational” means the routine functioning and activities of a program, service, or facility such as but not limited to operational costs, utilities, and insurance with the exception of ineligible expenses as outlined in this policy;
- (13) “programs” are formal, planned, instructor-led opportunities for individuals to develop skill or understanding in a specific content area, whether through registering for, or dropping into, a scheduled activity;



## LANGDON RECREATION GRANT PROGRAM

### Council Policy

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- (14) “project completion report” means a report a non-profit recreation organization is required to submit to the County that outlines how grant funds were actually spent;
- (15) “recreation” is an experience that results from freely chosen participation in physical, social, intellectual, creative, and cultural pursuits that enhance individual and community well-being;
- (16) “recreation facility” means a location designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;
- (17) “Recreation Governance Committee” is a Council committee that acts as an approving body regarding matters pertaining to recreation and cultural services in the County, including grant applications, funding allocation, studies, and master plans;
- (18) “recreation services” means a broad concept related to sports, fitness, social recreation, special community events, and capital community initiative development;
- (19) “religious societies” means the incorporated congregations of a church or a religious denomination under the *Religious Societies Land Act*;
- (20) “retroactive expenses” means expenditures incurred prior to approval of grant by RGC;
- (21) “RGC” means the Recreation Governance Committee;
- (22) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (23) “school activities” means any activities that are either provided as part of the regular Alberta Education curriculum or by a school outside regular school hours;
- (24) “service club” means a voluntary, non-profit recreation organization whose members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations; and
- (25) “volunteer” means anyone who offers time, energy, and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.



## LEGISLATIVE AND INTERGOVERNMENTAL SERVICES

**TO:** Council  
**DATE:** June 28, 2022 **DIVISION:** All  
**FILE:** N/A  
**SUBJECT:** 2021 Municipal Election Debrief

### EXECUTIVE SUMMARY:

Along with other municipalities in Alberta, Rocky View County's municipal election was held on October 18, 2021. In addition to election day, the County offered advance voting days on October 7-9, 2021, homebound and institutional voting on election day, and special ballots for those unable to vote on election day or the advance voting days.

There were many firsts in the 2021 municipal election for the County. It had the highest voter turnout in the past four municipal elections. It was the first to be held under the County's new electoral boundaries, which were established by the *Electoral Boundaries and Council Composition Bylaw* in October 2020. It was also the first time the County offered special ballots in a municipal election.

Significant amendments were made to the *Local Authorities Election Act* in 2018 and 2020, with notable changes to campaign financing rules, third party advertising, and nomination periods. The 2021 municipal election was the first to be conducted by municipalities under these new rules.

On top of conducting a municipal election under the *Local Authorities Election Act*, which is administered by Municipal Affairs, municipalities across Alberta were also required to conduct a senate and referendum vote on behalf of the provincial government. These are usually conducted by Elections Alberta under the *Election Act*. Municipalities have not been required to conduct votes on behalf of the provincial government since 1998. The referendum votes were the first to be called by the provincial government since 1971.

In previous municipal elections, the County was responsible only for the election of its own councillors and the election of school board trustees on behalf of Rocky View Schools. School board trustee elections also fall under the *Local Authorities Election Act*. For the 2021 municipal election, however, the County was also requested by Municipal Affairs to conduct the senate and referendum vote on behalf of Tsuut'ina Nation and Redwood Meadows.

Despite these challenges, the County held a successful municipal election in 2021. This report will highlight those successes as well as feedback received and lessons learned for future elections.

### ADMINISTRATION RECOMMENDATION:

Administration recommends receiving this report as information in accordance with Option #1.

### Administration Resources

Tyler Andreasen, Legislative and Intergovernmental Services  
 Amy Zaluski, Legislative and Intergovernmental Services



## DISCUSSION:

### Voter Turnout

Voter turnout was higher in the 2021 municipal election than in the previous three. It is difficult to attribute the higher voter turnout to a single factor, but a combination of local political dynamics, the senate and referendum vote, and the County using additional voting methods can be attributed to some degree.

The table below shows the overall voter turnout for the County's municipal elections from 2010 through 2021, as well as a breakdown of voter turnout for each of the County's electoral divisions in 2021. The table does not include the senate and referendum vote numbers.

Voter Turnout Overall (2010 – 2021)			
Election Year	Eligible Voters (Estimate)	Total Number of Ballots Cast	Voter Turnout (%)
2010	25,534	7,769	30.4%
2013	27,898	8,953	32.1%
2017	30,235	9,192	30.4%
2021	34,269	12,006	35.0%
2021 Voter Turnout by Division			
Division	Eligible Voters (Estimate)	Total Number of Ballots Cast	Voter Turnout (%)
Division 1	5,821	1,753	30.1%
Division 2	4,500	1,810	40.2%
Division 3	4,443	1,551	34.9%
Division 4	5,619	1,898	33.8%
Division 5	5,892	1,729	39.3%
Division 6	3,767	1,980	52.6%
Division 7	4,227	1,137	26.9%
<b>Total</b>	<b>34,269</b>	<b>12,006</b>	<b>35.0%</b>

For comparison, the voter turnout for the senate vote was an estimated 39.6%, while the voter turnout for the referendum votes were each an estimated 38.7%.

### Advance Vote and Special Ballots

Advance votes are required by the *Local Authorities Election Act* for municipalities with populations over 5,000. One advance vote date was offered at multiple voting stations by the County in the 2017 municipal election, while three advance vote dates were offered in 2021 at a single location.

Special ballots are optional for municipalities under the *Local Authorities Election Act*. The 2021 municipal election was the County's first to offer special ballots as a voting method. The process for issuing and receiving special ballots are regulated through the *Local Authorities Election Act*.



The table below shows the types of ballots that voters used in the 2021 municipal election. The table does not include the senate and referendum vote numbers.

2021 Types of Ballots Cast		
Type of Ballot	Total Number of Ballots Cast	Type of Ballot (%)
Election Day	10,509	87.5%
Advance Vote	1,220	10.2%
Special Ballots	129	1.1%
Blank / Rejected Ballots	148	1.2%
<b>Total</b>	<b>12,006</b>	<b>100%</b>

#### Estimated Cost of the 2021 Municipal Election

Municipal elections are a fundamental part of Canadian democracy. Although municipal elections do not receive the attention that provincial or federal elections receive, they are logistically challenging to coordinate and require extensive resources.

The total estimated cost of the County's 2021 municipal election was \$191,419.00. Expenses included hiring election staff, booking voting stations, purchasing supplies, advertising, and general administrative costs such as signage, printing, and postage.

There were considerable additional expenses required to mitigate the risk of COVID-19 at voting stations for this municipal election. Additional supplies needed to be purchased for personal protective equipment, sanitization supplies, and single use materials.

As with previous municipal elections, the County also administered the election of school board trustees on behalf of Rocky View Schools. This is a common arrangement between municipalities and school boards across the province, as both municipal and school board elections fall under the *Local Authorities Election Act*. The County received a contribution of \$22,141.00 from Rocky View Schools for administering their school board trustee election on their behalf.

The provincial government provided per-capita funding for municipalities as compensation for conducting the senate and referendum vote on their behalf. The County received a contribution of \$78,814.00 for the cost of administering the provincial votes for County residents, as well as \$8,884.00 for administering them on behalf of residents of Tsuut'ina Nation and Redwood Meadows. Voters from these jurisdictions were accommodated at the Elbow Springs Golf Club and the Pinebrook Golf & Country Club voting stations.

The table below shows the expenses, revenues, and estimated total cost of the 2021 municipal election, senate nominee election, and referendum votes, as well as for the 2017 municipal election for comparison. The estimated cost of the 2021 municipal election was much higher than in 2017 due to booking and staffing additional voting stations as well as purchasing additional supplies needed to mitigate risks from the COVID-19 pandemic.





2021 Municipal Election Expenses and Revenues	
Line Item	2021 Actual
<b>Total Estimated Expenses</b>	<b>\$183,869.00</b>
<b>Total Revenue</b>	<b>\$110,689.00</b>
Rocky View Schools Contribution	\$22,141.00
Provincial Contribution (Rocky View County Portion)	\$78,814.00
Provincial Contribution (Tsuut'ina Nation and Redwood Meadows Portion)	\$8,884.00
Miscellaneous Revenue	\$850.00
<b>2021 Municipal Election Net Estimated Cost</b>	<b>\$73,180.00</b>
2017 Municipal Election Expenses and Revenues	
Line Item	2017 Actual
<b>Total Estimated Expenses</b>	<b>\$79,726.00</b>
<b>Total Revenue</b>	<b>\$19,041.00</b>
Rocky View Schools Contribution	\$19,041.00
<b>2017 Municipal Election Net Estimated Cost</b>	<b>\$60,685.00</b>

Municipal elections are not only *intergovernmental* events that require coordination between the provincial government and municipalities, especially given the additional provincial involvement in the 2021 municipal election, but they are also *intragovernmental* events that require coordination between many internal departments.

Hundreds of staff hours were dedicated to coordinating and supporting the 2021 municipal election, which involved extensive coordination between Human Resources, Information and Technology Services, Enforcement Services, Marketing and Communications, Operational Services, Customer Care and Support, and Legislative and Intergovernmental Services.

The remainder of this report will detail the successes and lessons learned from the 2021 municipal election in preparation for the 2025 municipal election.

#### **SUCCESSES OF THE 2021 MUNICIPAL ELECTION:**

Despite the challenges and lessons learned outlined in the next section of this report, the County conducted a successful municipal election in 2021. There were no legal challenges filed against the County's processes or official results, and only one recount was conducted which confirmed the declared winning candidate. There were two recounts conducted in the 2017 municipal election for comparison.

Although this municipal election was uniquely complicated and challenging for municipalities across the province, the County had many successes worth acknowledging. Two more advance vote days were offered to voters than in the 2017 municipal election. 79% more voters used advance vote opportunities than in the previous municipal election. Six more voting stations were available to voters on election day than in 2017.

The County relied primarily on external election workers to run voting stations in this municipal election. The County used more staff as election workers in 2021, mainly in supervisory positions at



voting stations. This helped to reduce the number of external election workers that needed to be hired, which was a challenge for this municipal election due to concerns with the COVID-19 pandemic. It also provided staff with exposure to the election process which helped to build capacity at an organizational level for future elections, as well as provided an opportunity for staff to grow their leadership abilities by taking on a supervisory role.

The County offered special ballots for the first time in a municipal election. Special ballots are not required under the *Local Authorities Election Act*, but they may be offered by municipalities if authorized by Council, which was granted in June 2021. Under the *Local Authorities Election Act*, voters may request a special ballot if they have a physical disability, if they are absent from the municipality, or if they are an election worker and cannot attend a voting station on election day or at an advance vote.

As mentioned earlier in this report, this municipal election saw higher voter turnout than previous municipal elections. Although there are many factors that contribute to voter turnout, access to voting stations and alternate methods of voting are key factors in voter turnout, whether in municipal, provincial, or federal elections.

### **LESSONS LEARNED FROM THE 2021 MUNICIPAL ELECTION:**

While reviewing election practices, it is important for municipalities to highlight their success and note lessons learned for future elections. Following the 2021 municipal election, Administration collected feedback to identify areas for improvement ahead of the next municipal election.

Administration used several different methods to gather feedback, including debrief surveys and meetings with councillors, candidates, and election staff. Administration also received and compiled complaints received from the public over the course of the municipal election.

#### **New Electoral Boundaries and Voting Stations**

The 2021 municipal election was the first to use the County's new electoral boundaries established by the *Electoral Boundaries and Council Composition Bylaw*. The new electoral boundaries were another unique challenge in this municipal election.

Some voters found navigating the new electoral boundaries challenging. Although more communication methods were used in this municipal election, including an interactive map that voters could use to find their correct voting station, some voters arrived at incorrect voting stations. Election workers were able to use the same interactive map to guide them to the correct voting station.

Although there were six more voting stations available to voters on election day in 2021 than in 2017, several voting stations used in previous municipal elections were unavailable for booking due to the COVID-19 pandemic. Some voting stations, such as Goldenrod Hall, were located within a different electoral division which caused some confusion among voters. Moreover, Administration was unable to rely on historical data to predict turnout and the need for voting stations due to the new electoral boundaries.

Administration anticipates fewer issues with booking voting stations in future municipal elections with fewer COVID-19 pandemic restrictions and better familiarity with the County's new electoral boundaries.

#### **Voting Station Lines and Wait Times**

One of the biggest challenges in the 2021 municipal election was the COVID-19 pandemic and the social distancing and sanitization requirements that were in effect at the time. These requirements led, in part, to longer lines and wait times for voters on election day.



The senate and referendum vote also contributed to longer lines and wait times, as voters had the option of completing two additional ballots. Due to the additional senate and referendum ballots, additional time was required for election workers to distribute and explain each ballot and for voters to complete their ballots.

Administration used GIS and population mapping to determine suitable locations for voting stations, while balancing the number of voting stations across the entire municipality, the costs of those stations, and the availability of election workers to staff voting stations.

Some additional voting stations were added to accommodate dispersed populations over large areas in Division 5 and to accommodate access issues on Highway 8 in Division 1. Administration attempted to add more voting stations in Division 2 but no suitable locations could be found.

After conducting a municipal election for the first time under new electoral boundaries, and without the challenges of the COVID-19 pandemic and senate and referendum vote, Administration will be better able to address lines and wait times at voting stations in future municipal elections.

### Election Workers

The COVID-19 pandemic and senate and referendum vote were challenging for those working the 2021 municipal election. Many potential and confirmed election workers declined their positions or cancelled ahead of election day due to health concerns and rising COVID-19 caseloads at the time. 132 election workers were assigned to voting stations on election day.

While election workers were provided with the requisite training sessions and materials in advance of election day, many expressed that the training offered was insufficient, particularly with those in polling station supervisor roles and those who had never worked an election before.

If the senate and referendum ballots were complicated for voters to complete, they were also challenging for election workers to count after voting stations closed. On the senate nominee ballot, for example, voters could select up to three of 13 possible candidates. Election workers then needed to count up to three votes per ballot. Most other ballots only require voters to select one candidate.

Moreover, the reporting requirements for the municipal ballots and provincial ballots were different, which meant that polling station supervisors needed to report their ballot counts on two different sets of forms with different requirements. Municipal ballot counts were reported to Municipal Affairs using their forms, while provincial ballot counts were reported to Elections Alberta using their forms.

Many election workers expressed that they found their experience stressful and frustrating and would not be interested in being an election worker in the future. Administration will look at options to better train, support, and schedule election workers in the future to mitigate these experiences.

### Scrutineers

There were challenges with the scrutineering process at voting stations in the 2021 municipal election. It is important to note that the *Local Authorities Election Act* does not provide guidance on the role of scrutineers and only outlines their authority. Scrutineers were provided with detailed information regarding their authority and what would be acceptable within voting stations. There were no concerns with the behaviour of individual scrutineers overall in this municipal election.

However, there was a challenge by one candidate on the standard practice of disallowing the use of cameras within voting stations. This practice is used to ensure the secrecy of the vote. The *Local Authorities Election Act* does not provide specific guidance on the use of cameras within voting stations, but it does have provisions protecting the secrecy of the vote.

As a result, the use of cameras was permitted within voting stations in this municipal election for the specific purpose of allowing scrutineers to record information found on elector register forms. While scrutineers usually record this information by hand to help ensure that voters are not voting at multiple



stations, cameras were permitted to be used for this purpose while still ensuring the secrecy of the vote as elector register forms are completed prior to voters being issued their ballots.

Some voters expressed concerns with scrutineers using cameras to record the information on their elector register forms. The provincial government will be undertaking a review of the *Local Authorities Election Act* and is aware of several different privacy concerns from voters across the province in this municipal election. One of the issues targeted in their review is the protection of voter privacy.

#### Objections to Elector Register Forms

All voters are required to complete an elector register form prior to being issued their ballots, and each elector register form must be signed by an election worker. Under the *Local Authorities Election Act*, scrutineers are allowed to witness this process and object to elector register forms if they believe the voter is not eligible to vote.

Scrutineers were present at most voting stations during the 2021 municipal election and objected to many elector register forms. The main reasons for objections were:

- the use of identification with a post office box number as the address instead of a residential or legal address;
- the use of identification without a photograph; and
- County residents using identification with Calgary addresses issued by Canada Post.

It is worth noting that post office box numbers can be used to verify a voter's eligibility if it is within a reasonable distance to the voting jurisdiction, that photo identification is not required to verify a voter's eligibility, and that many residents of the County have identification that lists Calgary in their address even though it is located within the County. Administration reviewed randomized samples of elector register forms with scrutineer objections after the municipal election and no irregularities were found and no allegations were substantiated on the reviewed forms.

#### Election Signage

One of the most frequent complaints received in this municipal election were concerning election signage, which is regulated and enforced under the County's *Election Sign Bylaw*. There were over 30 complaints received in the four-week period between nomination day (September 20, 2021) and election day (October 18, 2021). Another five complaints were received after election day.

Over the course of this municipal election, approximately 97 election signs were removed and impounded for contraventions of the *Election Sign Bylaw*. Administration will be reviewing the *Election Sign Bylaw* for improvements ahead of the 2025 municipal election.

#### **CONCLUSION AND NEXT STEPS:**

The 2021 municipal election was challenging for municipalities across Alberta with the additional senate and referendum vote required by the provincial government. Despite these challenges, the County conducted a successful municipal election in 2021.

It was the first using the County's new electoral boundaries and the recently amended *Local Authorities Election Act*, but more voting opportunities were offered to voters and voter turnout was higher than in previous municipal elections.

There were many lessons learned with the 2021 municipal election. The County received feedback on areas of improvement, including the location and number of voting stations, the training of election workers, and the regulations for election signage.



Administration will be working to improve these areas ahead of the 2025 municipal election, including a review of the County's *Election Bylaw*, *Election Sign Bylaw*, and training materials based on the feedback received from the 2021 municipal election and the best practices of municipalities around the province.

**OPTIONS:**

Option #1: THAT the 2021 Municipal Election Debrief report be received as information.

Option #2: THAT alternative direction be provided.

Respectfully submitted,

"Amy Zaluski"

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Director,  
Legislative and Intergovernmental Services

TA/AZ

Concurrence,

"Dorian Wandzura"

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Chief Administrative Officer





## **LEGISLATIVE AND INTERGOVERNMENTAL SERVICES**

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**TO:** Council

**DATE:** June 28, 2022 **DIVISION:** All

**FILE:** N/A **APPLICATION:** N/A

**SUBJECT:** Consideration of Third Reading of *Procedure Bylaw C-8277-2022*

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### **EXECUTIVE SUMMARY:**

*Procedure Bylaw C-8277-2022* received first and second reading at the June 14, 2022 Council meeting but did not receive unanimous permission for consideration of third reading. When a bylaw does not receive unanimous permission, consideration of third reading occurs at the next available meeting.

Council made amendments to *Procedure Bylaw C-8277-2022* prior to the bylaw receiving first and second reading. Administration has consolidated these amendments in the version of the bylaw provided in Attachment 'A' of this report.

Administration prepared *Procedure Bylaw C-8277-2022* in accordance with the best practices of municipalities around the province. The proposed bylaw would ensure that Rocky View County continues to hold meetings that are compliant with legislation, parliamentary procedures, and procedural fairness. Administration recommends providing the bylaw with third and final reading.

### **ADMINISTRATION RECOMMENDATION:**

Administration recommends approval in accordance with Option #1.

### **BUDGET IMPLICATIONS:**

There are no budget implications with the adoption of *Procedure Bylaw C-8277-2022*.

### **COMMUNICATIONS PLAN:**

If passed by Council, *Procedure Bylaw C-8277-2022* would come into force on August 1, 2022. Administration would use that time to communicate any significant changes to the public.

### **STRATEGIC OBJECTIVES:**

There are no strategic considerations with the adoption of *Procedure Bylaw C-8277-2022*.

### **OPTIONS:**

Option #1: THAT Bylaw C-8277-2022 be given third and final reading, as amended.

Option #2: THAT alternative direction be provided.

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### **Administration Resources**

Tyler Andreasen, Legislative and Intergovernmental Services



Respectfully submitted,

Concurrence,

"Amy Zaluski"

"Dorian Wandzura"

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Director,  
Legislative and Intergovernmental Services

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Chief Administrative Officer

TA

**ATTACHMENTS:**

ATTACHMENT 'A': Proposed *Procedure Bylaw C-8277-2022*

ATTACHMENT 'B': Consolidated *Procedure Bylaw C-7907-2019*



# BYLAW C-8277-2022

**A Bylaw of Rocky View County to provide for the orderly proceedings of meetings held by Council and the various boards, committees, commissions, and other bodies established by Council.**

**WHEREAS** Rocky View County Council may pass bylaws establishing procedures to be followed by Council, committees, and other bodies established by Council pursuant to the *Municipal Government Act*;

**AND WHEREAS** Rocky View County may pass bylaws establishing procedures for public hearings pursuant to the *Municipal Government Act*;

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

## Title and Definitions

- 1 This bylaw may be cited as the *Procedure Bylaw*.
- 2 Words in this bylaw have the same meaning as set out in the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this bylaw.

## Application and Interpretation

- 3 This bylaw applies to all Council and committee meetings and to those participating and attending those meetings. The procedures established in this bylaw are to be used for the orderly consideration of business and to be applied in the spirit of fairness, equality, and common sense.
- 4 Notwithstanding the procedures established in this bylaw, if a committee establishes procedures that differ from the procedures in this bylaw, the procedures of the committee take precedence to the extent of the difference.
- 5 Meeting procedure is a matter of interpretation by the Chair subject to the rights and privileges of members. The Chair is encouraged to seek advice when interpreting meeting procedures.
  - (1) Although meeting procedures are a matter of interpretation by the Chair, it is the responsibility of all members to ensure that the procedures in this bylaw are followed during meetings.
- 6 If a matter of procedure arises that is not contemplated in this bylaw, the matter is decided by reference to the most current edition of Robert's Rules of Order. If there is a conflict between this bylaw and Robert's Rules of Order, this bylaw takes precedence to the extent of the conflict.



- 7 Council or a committee may by resolution temporarily suspend the rules, or a specific rule, established in this bylaw. A suspension of the rules is only in effect for the meeting at which the resolution is passed.
  - (1) Rules in this bylaw that originate in the *Municipal Government Act* or other governing legislation cannot be suspended.
- 8 If a suspendable rule in this bylaw is inadvertently not followed during a meeting, and no person's rights are infringed as a result and no member raises a point of order or otherwise brings attention to the rule not being followed, the rule is deemed to have been suspended for that specific case.

### **Duties of the Mayor, Deputy Mayor, Chairs, and Vice Chairs**

- 9 The Chair of a meeting is responsible for:
  - (1) presiding over the meeting when in attendance unless otherwise required by this bylaw or provided for in Rocky View County's bylaws, policies, and procedures;
  - (2) presiding over conduct at meetings, including providing for the orderly consideration of business, preserving good order and decorum, deciding on and responding to questions of procedure, ruling on points of order and points of privilege, and responding to challenges of the Chair;
  - (3) managing the flow of business at meetings, including changing the order of the agenda when appropriate and calling for recesses or for the meeting to stand at ease without requiring a motion; and
  - (4) providing for the orderly queuing of speakers, including other members, Administration, and the public, and ensuring that each member who wishes to speak on a matter is provided an opportunity to do so in accordance with this bylaw.
- 10 The Mayor has the same rights and privileges as any other member except for when a matter deals specifically within the Mayor's electoral division. When the Mayor desires to participate in debate or move a motion on a matter that deals specifically in the Mayor's electoral division, the Mayor must:
  - (1) vacate the Chair and request that the Deputy Mayor, or another member if required, assume the position of Chair for the duration of that matter, without requiring a motion; and
  - (2) reassume the position of Chair when consideration of the matter has concluded.
- 11 The Mayor presides over Council meetings as the Chair when present. The Deputy Mayor is the Vice Chair of Council meetings when present.
- 12 The Deputy Mayor presides over Council meetings as the Chair when the Mayor is absent or unable to perform the duties of the position. The Deputy Mayor has all the same powers and responsibilities under this bylaw when presiding as the Chair.



- 13 An Acting Chair presides over Council meetings as the Chair when both the Mayor and Deputy Mayor are unable to perform the duties of the position. The Acting Chair has all the same powers and responsibilities under this bylaw when presiding as the Chair.
  - (1) The Chief Administrative Officer will preside over the selection of the Acting Chair. Once the Acting Chair is selected, they will preside over the remainder of the meeting.
  - (2) An Acting Chair is chosen by general consensus of the members in attendance or, if required, by a resolution of the members in attendance.

### **Term of Appointment of the Mayor and Deputy Mayor**

- 14 The term of appointment of the Mayor is for one year and will not extend beyond the term of office of that person as Councillor. Only one Councillor may be appointed as Mayor at a time and the position of Mayor must be filled at all times
- 15 The term of appointment of the Deputy Mayor is for one year and will not extend beyond the term of office of that person as Councillor. Only one Councillor may be appointed as Deputy Mayor at a time and the position of Deputy Mayor must be filled at all times.
- 16 The term of appointment of the Mayor and Deputy Mayor must be made, suspended, or revoked by resolution. A resolution to suspend or revoke the appointment of the Mayor or Deputy Mayor must provide for the appointment of another Councillor to that position.

### **Regular, Special, and Organizational Meetings**

#### Regular Council and Committee Meetings

- 17 At its annual organizational meeting, Council establishes the dates and times of regular Council and committee meetings for the ensuing year. All Councillors must be present when establishing the dates and times of regular Council meetings pursuant to section 193(1) of the *Municipal Government Act*.
- 18 Council may from time to time establish additional regular Council meeting dates and times by resolution. All Councillors must be present when establishing the dates and times of additional Council meetings pursuant to section 193(1) of the *Municipal Government Act*.
- 19 Committees may from time to time establish additional regular meeting dates and times in accordance with the committee's terms of reference, or by resolution if the terms of reference do not provide for an alternate process.

#### Special Council and Committee Meetings

- 20 Special Council meetings may be called by the Mayor in accordance with and through the processes established in section 195 of the *Municipal Government Act*.





- 21 Special committee meetings may be called by the Chair in accordance with the committee's terms of reference, or by the Chair in accordance with and through the processes established in section 195 of the *Municipal Government Act* if the committee's terms of reference does not provide for an alternate process.

#### Organizational Meetings

- 22 Council holds an annual organizational meeting pursuant to section 192(1) of the *Municipal Government Act* for the purpose of appointing the Mayor and Deputy Mayor, establishing Council and committee meeting dates, appointing members to committees, and any other business included on or added to the organizational meeting agenda.
- 23 At organizational meetings, Council:
- (1) appoints the Mayor and Deputy Mayor for the term of appointment provided for in this bylaw;
  - (2) establishes the dates and times of regular Council and committee meetings as required;
  - (3) makes Council and committee appointments as required, including appointments for council representatives, member at large positions, and Chair and Vice Chair positions;
  - (4) considers any other matter on or added to the organizational meeting agenda.
- 24 During organizational meetings:
- (1) the Chief Administrative Officer calls the meeting to order, presides over the appointment of the Mayor and their oath of office; and
  - (2) once elected, the Mayor presides over the appointment of the Deputy Mayor and all subsequent matters on the organizational meeting agenda.
- 25 During the appointment of vacant positions at the organizational meeting, or as otherwise required from time to time, the following procedures apply:
- (1) if only one nomination is received for a vacant position, the nominee will be appointed by acclamation; or
  - (2) if more than one nomination is received for a vacant position, a vote by secret ballot will be conducted using the following exhaustive ballot procedure:
    - (a) if no nominee receives a majority of votes on the first ballot, the nominee who received the least number of votes is dropped from the ballot and a subsequent ballot is conducted with the remaining nominees; and
    - (b) on any subsequent ballots, the nominee who receives the least number of votes is dropped from the ballot until a nominee receives a majority of votes.



- (3) If after repeated ballots it is clear that no one nominee will receive a majority of votes, Council may use an alternate method of determining the successful nominee. The alternative method may be established by general consensus or, if required, by resolution.
- 26 All appointments, including appointments determined by secret ballot, must be confirmed by resolution pursuant to section 185.1(2) of the *Municipal Government Act*.
- 27 All ballots for secret ballot votes conducted at the organizational meeting are destroyed after the meeting is adjourned.

### **Electronic Participation in Meetings**

- 28 Members are expected to participate in meetings in-person unless there is a clear need for electronic participation. Members may participate in a meeting electronically in accordance with this bylaw.
- 29 Any member, except for the Chair of the meeting, may participate electronically in a meeting so long as the member participates in a location that is free of distractions, secure, and appropriate for participation in the meeting and:
  - (1) the member is outside of Rocky View County but desires to participate in the meeting electronically; or
  - (2) the member is within Rocky View County but is unable to attend the meeting for personal or family reason but desires to participate in the meeting electronically.
- 30 The Chair must be physically present at meetings and cannot preside over meetings electronically. To participate in a meeting electronically, the Chair must vacate the chair for that meeting.
- 31 To participate in a meeting electronically, a member must notify the Chair and Chief Administrative Officer as soon as they are aware of their need to participate electronically.
- 32 The Chair has the authority to end a member's use of electronic participation in an in-person meeting if, in their opinion, the use of electronic participation is disruptive to the meeting or the location of the member is not secure or appropriate.

### **Holding Meetings and Hearings Electronically**

- 33 Council or committee meetings and hearings may be held electronically so long as they are held in accordance with section 199 *Municipal Government Act* and comply with the notification and participation requirements of the *Municipal Government Act* and Rocky View County's bylaws, policies, and procedures.
- 34 Council or a committee may direct that their meetings and hearings be held electronically if, in its determination, electronic meetings are desired for reasons of ease and efficiency, or if they are required during emergency, public health, or disaster events.



- 35 If directed by Council or a committee, electronic meetings may be held through a video or telephone conference platform. The Chief Administrative Officer will determine and provide for the specific platform, such as Microsoft Teams, through which electronic meetings will be held based on accessibility and technical limitations.
- 36 Notice of an electronic meeting or hearing must provide the methods through which the public may access and make submissions during the meeting or hearing. The Chief Administrative Officer will determine and provide for the specific methods based on accessibility and technical limitations.
- (1) The Chief Administrative Officer must, at a minimum, provide for email submissions in lieu of in-person presentations from the public when meetings and hearings are held electronically.
  - (2) The Chief Administrative Officer must also continue to permit the submission of pre-recorded audio/visual presentations for public hearing items and may provide for other methods not found in this bylaw, such as virtual presentations through the electronic meeting platform.
- 37 When a meeting or hearing is held electronically:
- (1) all participants must identify themselves by name through their usernames on the electronic meeting platform. Participants may further identify themselves by position or organization if they desire; and
  - (2) all documents that would otherwise be available to the public during an in-person meeting or hearing will be made available through Rocky View County's public website.
- 38 The Chair must be physically present at meetings and cannot preside over meetings electronically. To participate in a meeting electronically, the Chair must vacate the chair for that meeting.

### **Closed Sessions**

- 39 Council and committees may consider a matter, or a portion of a matter, in a closed session only in accordance with section 197(1) of the *Municipal Government Act* and the relevant sections of the *Freedom of Information and Protection of Privacy Act*.
- 40 Closed sessions may be held electronically and members may participate in a closed session electronically if the member is participating in the meeting electronically in accordance with this bylaw.
- 41 The Chair of a meeting presides over any closed sessions held at that meeting and ensures that only those matters included in the resolution to move into closed session are considered during the closed session.



- 42 All members may participate in a closed session provided that the member has not abstained from participating in the matter, or is not required to abstain from participating in the matter, to be considered in the closed session.
- 43 Council or the committee may allow others to attend closed sessions and may direct that others leave the closed session as required. The meeting minutes will record the names of those in attendance for the closed session.
- 44 All proceedings, discussion, opinions, advice, and materials provided in closed sessions are confidential and must remain in confidence indefinitely by those attending the closed session unless their release is authorized by resolution of Council or the committee.
- 45 Those attending closed sessions must not record, take notes, or otherwise document the proceedings of a closed session.
- 46 Council or a committee cannot pass a resolution during a closed session except for a resolution to move back into open session. All decisions arising from a closed session must be made by resolution passed in open session pursuant to section 197(3) of the *Municipal Government Act*.
- 47 Before considering motions arising from a closed session, the Chair of the meeting will provide reasonable notice to the public that the meeting is back in open session and will allow sufficient time for the public to return to the meeting in accordance with section 197(5) of the *Municipal Government Act*.

### Notice of Meetings

- 48 Notice of regular Council and committee meetings is provided in accordance with section 196 of the *Municipal Government Act* and Rocky View County's bylaws, policies, and procedures.
- 49 Notice of special Council and committee meetings will be made in accordance with section 196 of the *Municipal Government Act* and, if time permits, in accordance with this bylaw and Rocky View County's bylaws, policies, and procedures.
- 50 Council may only change the date, time, or place of regular meetings by resolution and with no less than 24 hours' notice of the change. Notice of the change will be made in accordance with section 193(3) of the *Municipal Government Act* and, if time permits, in accordance with this bylaw and Rocky View County's bylaws, policies, and procedures.
- 51 Committees may change the date, time, or place of regular meetings by resolution or by written consent of a majority of members and with no less than 24 hours' notice of the change. Notice of the change will be made in accordance with section 195 of the *Municipal Government Act* and, if time permits, in accordance with this bylaw and Rocky View County's bylaws, policies, and procedures.



## **Cancellation of Meetings**

- 52 Council or committee meetings may be cancelled:
- (1) by resolution passed at a meeting prior to the meeting to be cancelled and with not less than 24 hours' notice of the cancellation; or
  - (2) with the written consent of a majority of members and with not less than 24 hours' notice of the cancellation.

## **Meeting Agendas**

### Agenda Preparation and Distribution

- 53 The agenda for each Council meeting is prepared by the Chief Administrative Officer in consultation with Administration, the Mayor, and the Deputy Mayor.
- (1) The agenda for each meeting is approved by the Mayor prior to distribution, and the Mayor may direct that items be rescheduled to maximize the efficiency and effectiveness of each meeting.
    - (a) Should items be rescheduled, the Mayor will inform Council of the agenda item and the reason for rescheduling; and
    - (b) In the absence of the Mayor, the Deputy Mayor will perform the approval of the agenda and any rescheduling of agenda items.
- 54 The agenda for each committee meeting is prepared by the Chief Administrative Officer in consultation with Administration, the Chair, and the Vice-Chair.
- (1) The agenda for each meeting is approved by the Chair prior to distribution, and the Chair may direct that agenda items be rescheduled to maximize the efficiency and effectiveness of each meeting.
    - (a) Should agenda items be rescheduled, the Chair will inform the committee of the agenda item and the reason for rescheduling; and
    - (b) In the absence of the Chair, the Vice Chair will perform the approval of the agenda and any rescheduling of agenda items.
- 55 The Chief Administrative Officer distributes Council and committee agendas to Council or the committee no later than seven days prior to each meeting.
- 56 The Chief Administrative Officer posts Council and committee agendas on Rocky View County's public website no later than six days prior to each meeting.



### Agenda Additions and Deletions

- 57 Council or a committee may only add or remove items from an agenda by resolution. Changes to an agenda should be considered prior to the adoption of the agenda at the meeting.
- (1) Notwithstanding the above section of this bylaw, Council or a committee may only add or remove items from a special meeting agenda by a resolution passed by a majority of members and only if the entire Council or committee is present at the special meeting pursuant to section 194(5) of the *Municipal Government Act*.
- 58 After an agenda has been adopted, Council or a committee may only add or remove items from the agenda by resolution passed unanimously by all members present at the meeting.

### Emergent Business Items

- 59 Only emergent business items may be added to a Council or committee meeting agenda. Emergent business items are matters that were not included on a meeting agenda but due to time constraints or unusual circumstances must be considered at a specific meeting.
- 60 Administration or a member may propose that an emergent business item be added to a meeting agenda. Emergent business items must be added to an agenda by resolution.
- (1) When Administration proposes an emergent business item, the Chief Administrative Officer provides the reasons why the item should be considered as emergent business at the meeting.
- (2) When a member proposes an emergent business item, the member provides the reasons why the item should be considered as emergent business at the meeting.
- 61 When considering whether to add an emergent business item to the agenda, Council or the committee should consider, but is not bound or limited to considering, the following:
- (1) the reasons provided by the Chief Administrative Officer or member;
- (2) whether the matter could be deferred to a future regular meeting or special meeting;
- (3) whether enough information is available to properly consider the matter; and
- (4) whether the matter requires prior notification in accordance with this bylaw, the *Municipal Government Act*, or other governing legislation.

### Notices of Motion

- 62 A Councillor who wishes to introduce a new matter for consideration at a Council meeting must submit a notice of motion to the Chief Administrative Officer and the notice of motion must be seconded by another Councillor.





- 63 All notices of motion are introduced at one meeting by reading the notice of motion into the public record, and the proposed motion is then considered by Council at a subsequent meeting.
- 64 To be included on the agenda, notices of motion must be submitted to the Chief Administrative Officer by noon not less than 11 days prior to the meeting at which the Councillor wishes to introduce their notice of motion.
- 65 The notice of motion must include the following:
- (1) the meeting date at which the Councillor will introduce the notice of motion by reading it into the public record;
  - (2) the meeting date at which Council will consider the motion proposed in the notice of motion;
  - (3) the name of the Councillor who seconded the notice of motion;
  - (4) an indication of the purpose and background of the proposed motion to be considered by Council; and
  - (5) the proposed motion to be considered by Council.
- 66 Consideration of the proposed motion will be scheduled on the agenda for the meeting provided in the notice of motion with no further action required by Council. At the meeting where the proposed motion will be debated, a Councillor must still move the motion provided in the notice of motion, at which point Council proceeds to consider the motion.
- 67 When considering a motion proposed by a notice of motion, Council considers the motion in the same manner it would if the motion was introduced by another means. Council may, for example, consider passing or defeating the motion, amending the motion, tabling the motion, or referring the motion to Administration to prepare a response to the motion.

**Meeting Minutes**

- 68 The Chief Administrative Officer prepares written records of the proceedings and decisions of all meetings that include, but are not limited to, the following:
- (1) the names of the members present and absent from the meeting;
  - (2) the names of the staff and the public who participated in the meeting by presenting or responding to questions;
  - (3) the names and times of members who arrive or leave throughout the course of the meeting or who are temporarily absent for a portion of the meeting;
  - (4) the names of members of the public who speak in support and in opposition at a public hearing;



- (5) all motions, which member moved each motion, whether each motion was carried or defeated, and any members who were absent or abstained from the vote on the motion;
  - (6) if a vote is a recorded vote, the names of which members voted in favour and in opposition to the motion if the result of the vote is not unanimous; and
  - (7) any abstentions made by members and the reasons provided by the member in their declaration.
- 69 Meeting minutes must be approved by resolution of Council or the committee and be signed in accordance with section 213 of the *Municipal Government Act*.
- 70 Major corrections to approved meeting minutes must be made by resolution of Council or the committee. Minor corrections may be made to approved meeting minutes without requiring a resolution provided the minor corrections are limited and clerical in nature, such as correcting spelling or grammar.
- 71 Minor corrections to the meeting minutes must be approved by both the Chair and the Chief Administrative Officer.

### **Recording and Livestreaming Meetings**

- 72 Council meetings are recorded and livestreamed to the public with the exception of closed sessions. Committee meetings may be recorded and livestreamed to the public with the exception of closed sessions.
- 73 At the start of a meeting, the Chair notifies those present whether the meeting is being livestreamed and if a recording will be made available on Rocky View County's public website after the meeting is adjourned.
- 74 If there are technical difficulties while livestreaming that are unable to be resolved, the Chair advises those present at the meeting that the livestream is not available. Notice of the technical difficulties will be provided to the public on Rocky View County's public website.
- (1) The meeting may continue without a livestream provided that the meeting can still be recorded by other means and the recording can be made available on Rocky View County's public website after the meeting is adjourned.
- 75 The use of audio/video recording devices by the public or the media during a meeting is prohibited unless authorization is provided by the Chair and Chief Administrative Officer.
- 76 Meeting recordings will be retained and provided in accordance with Rocky View County's bylaws, policies, and procedures. Meeting recordings will only be transcribed by Rocky View County if required in connection with any litigation, audit, or investigation.



### **Quorum and Commencement of Meetings**

- 77 After the advertised start time of a meeting, and after quorum is present, the Chair:
- (1) calls the meeting to order; or
  - (2) for Council, if the Mayor or Deputy Mayor are not present within 30 minutes after the start time of the meeting, the Chief Administrative Officer calls the meeting to order and the members present choose an Acting Chair for the meeting by general consensus or, if required, by resolution; or
  - (3) for committees, if the Chair and Vice Chair are not present within 30 minutes after the start time of the meeting, the Chief Administrative Officer calls the meeting to order and the members present choose an Acting Chair for the meeting by general consensus or, if required, by resolution.
- 78 If quorum is not present within 30 minutes after the advertised start time of the meeting, the meeting is adjourned and all business on the agenda is rescheduled to the next available meeting.
- (1) If quorum is lost at any time during a meeting, the meeting is recessed and if quorum is not met within 15 minutes the meeting is adjourned and all remaining business on the agenda is rescheduled to the next available meeting.
- 79 Immediately after calling a meeting to order, the Chair calls for a motion to approve the agenda, subject to any additions or deletions.
- 80 Immediately after approval of the agenda, the Chair calls for a motion to approve any previous meeting minutes, subject to any corrections.
- 81 The order of business following the approval of the meeting agenda and minutes is determined by the Chair, subject to:
- (1) the time of any advertised public hearings or scheduled public presentations;
  - (2) a request or point of order raised by a member; or
  - (3) a request raised by Administration.

### **Pecuniary Interests and Abstentions**

- 82 When a member is aware or reasonably believes that they have a pecuniary interest in a matter before Council or a committee, the member must declare their pecuniary interest and abstain from participating in the matter in accordance with section 172 of the *Municipal Government Act*.
- 83 Members should make their declarations of pecuniary interest, including the general nature of the pecuniary interest, at the onset of the meeting at which they have a pecuniary interest, as well as at the onset of the agenda item for which they have the pecuniary interest.



84 The member's declaration and abstention are recorded in the meeting minutes.

### **Meeting Proceedings**

85 All proceedings during a meeting must be directed through the Chair, including presentations, questions, responses, and debate. The Chair, when directing the proceedings of a meeting, should apply the rules in this bylaw in the spirit of fairness and to advance the business before Council or the committee.

86 No member or participant in a meeting may speak until they are recognized by the Chair unless they are attempting to gain the attention of the Chair, in which case they must do so in the least disruptive way possible.

87 Unless otherwise permitted by the Chair, members may speak twice on a motion, once to ask questions and once in debate. The Chair may allow members to speak more than twice on a motion in the following cases:

- (1) the member is seeking clarification from another member, from Administration, or from a presenter;
- (2) the member is responding to a question or comment made by another member, by Administration, or by a presenter;
- (3) the matter under consideration warrants, in the opinion of the Chair or by general consensus of the members, further questioning or debate;
- (4) to allow the mover of a motion to close debate; or
- (5) for any other reason that the Chair, in their opinion, considers reasonable.

88 If a member is unable to attend a meeting, that member must advise the Chair and the Chief Administrative Officer of their absence and the reasons for their absence as soon as possible after they are aware that they will be unable to attend.

89 Councillors sit in the numerical order of their electoral division, other than the Chair and Vice Chair, with any seating changes subject to approval from the Chair.

### **Voting and Recorded Votes**

90 Votes are taken as follows:

- (1) The Chair calls the question on the motion;
- (2) The Chair calls for those in favour of the motion and asks for a show of hands if an electronic voting system is unavailable; and
- (3) The Chair calls for those opposed to the motion and asks for a show of hands if an electronic voting system is unavailable.



- 91 The Chair, at their discretion, may conduct votes through an alternate method agreed upon by general consensus of the members or, if required, by resolution, such as voting by exception or through a roll call vote.
- 92 After the Chair calls for a vote on a motion, no member may speak to the motion or move another motion until the results of the vote are declared. Members must cease any distractions and remain in their seats after the voting process begins and until the results of the vote have been declared.
- 93 Every member present at a meeting must vote on every motion put to a vote unless that member is permitted or required to abstain from voting on the matter in accordance with section 183(1) of the *Municipal Government Act*.
- 94 A motion is carried when a majority of members present vote in favour of the motion. A motion is defeated when it does not receive the required number of votes in favour or if the vote results in a tie.
- (1) Alternatively, a motion is carried when the specified number of members vote in favour of the motion as otherwise required by this bylaw, the *Municipal Government Act*, or other governing legislation.
- 95 Members are only permitted to change their vote on a motion if the request is made by the member at the same meeting that the vote was held and with the unanimous consent of the members present at the meeting.
- 96 Unless a vote is a recorded vote, the meeting minutes show the name of the member who moved the motion, who abstained or were absent from the vote, and whether the motion was carried or defeated.

#### Recorded Votes

- 97 Before the vote on a motion is taken, a member may request that the results of the vote be recorded pursuant to section 185 of the *Municipal Government Act*.
- 98 When a vote is a recorded vote, the meeting minutes show the names of the member who moved the motion, who voted in favour and in opposition to the motion, who abstained or were absent from the vote, and whether the motion was carried or defeated.

#### **Points of Order and Challenges of the Chair**

- 99 Any member may question the behaviour of another member, a procedural decision or interpretation made by the Chair, or to bring attention to a potential or actual breach of the rules of this bylaw by raising a point of order.
- 100 The member raising the point of order must state what is in question and the reasons for raising the point of order. The point of order must be raised immediately after the action in question.



- 101 The Chair must rule on the point of order by agreeing or disagreeing with the point of order and stating the reasons for their decision.
- 102 A member may challenge the ruling of the Chair on a point of order by stating they wish to challenge the ruling of the Chair. The members then decide on the question raised by the point of order by voting on whether to uphold or overturn the ruling of the Chair. The decision of the members is final.
- 103 There is no debate on a point of order or on a challenge to the ruling of the Chair, and points of order and challenges to a ruling of the Chair are not recorded in the meeting minutes.

### **Points of Privilege**

- 104 A member may raise a question of comfort by raising a point of privilege, including the ability to see or hear the proceedings, the conditions of the room used to hold the meeting, or the effectiveness of the technology used to support the meeting.
- 105 The member raising the point of privilege must state what is in question and reasons for raising the point of privilege.
- 106 The Chair, in consultation with the other members, rules on the point of privilege by either recessing the meeting in order to attempt to alleviate the concerns raised by the member or continues with the meeting despite the concerns raised by the point of privilege.
- 107 There is no debate on a point of privilege and they are not recorded in the meeting minutes.

### **Public Conduct at Meetings**

- 108 When in attendance at a Council or committee meeting, the public must maintain order, decorum, and quiet for the duration of the meeting. The public must not:
  - (1) approach or address, or attempt to approach or address, Council or the committee without prior permission being granted; or
  - (2) otherwise disturb or interrupt the proceedings of Council or the committee.
- 109 The Chair may order that a member of the public be expelled from a meeting for disturbing or interrupting the proceeds of a meeting, or for otherwise acting improperly during the meeting in accordance with section 198 of the *Municipal Government Act*.

### **Member Conduct at Meetings**

- 110 When in attendance at a Council or committee meeting, members must maintain order and decorum during the meeting. Members must:
  - (1) speak and listen respectfully to all those participating or attending the meeting;
  - (2) be acknowledged by the Chair prior to speaking;
  - (3) use parliamentary language whenever possible;





- (4) respect the rules and proceedings of Council or the committee;
  - (5) refrain from side conversations with each other when another person is speaking;
  - (6) respect the decisions of the Chair and of Council or committee, respect the submissions made by the public, and respect the advice provided by Administration.
- 111 When a member continues to breach the rules in this bylaw, the Chair may request that another member move a motion to remove the unruly member from either the balance of the meeting or until such a time provided in the motion so long as that time does not extend beyond the balance of the meeting. If the motion passes, the member must leave the meeting.
- 112 When the Chair continues to fail to adhere to the rules of this bylaw, a member may move a motion to remove the unruly Chair from either the balance of the meeting or until such a time provided in the motion so long as that time does not extend beyond the balance of the meeting. If the motion passes, the Chair must leave the meeting.
- 113 If the Chair or a member has been directed to leave the meeting in accordance with this bylaw, the Chair or member may provide an explanation and apology for their behaviour. If the remaining members find the statement satisfactory, the members may by resolution allow the offending member to remain or return to the meeting.

#### **Public Requests to Address Council or a Committee**

- 114 Members of the public wishing to address Council or a committee, either with a verbal presentation or with a written submission, on an agenda item that is not a public hearing must notify the Chief Administrative Officer of the request and the reasons for the request.
- 115 The Chief Administrative Officer advises Council or the committee of the request and the reasons provided by the requestor.
- 116 Council or the committee may by resolution permit the member of the public to speak on the agenda item or may by resolution receive the written submission on the agenda item. Members of the public who are permitted to address Council or the committee have a maximum speaking time of 5 minutes, unless otherwise provided for by resolution.

#### **Public Requests to Present to Council**

- 117 Public presentations are accommodated through Rocky View County's Public Presentation Committee. The public and other stakeholders may request to present at a meeting of the Public Presentation Committee in accordance with the committee's terms of reference.

#### **Motions**

- 118 Unless otherwise allowed by the Chair, members may not debate a matter until a member has moved a motion. The Chair should, whenever possible, ensure a motion is on the floor before allowing debate on a matter.



- 119 Unless otherwise determined by the Chair, members may ask questions of clarification on the matter under consideration prior to moving a motion.
- 120 Unless otherwise determined by the Chair, members may ask questions of clarification after a motion has been made and debate has begun if the questions are specific to the motion under consideration.
- 121 A member may move a motion regardless of whether the member intends to support the motion and without requiring the motion to be seconded by another member.
- 122 Motions may be displayed prior to the vote on the motion at the request of the Chair or a member, and the Chair may request that a motion be submitted by a member in writing or electronically prior to moving the motion.
- 123 The Chair must not call for a vote on a motion until the members and the Chief Administrative Officer are clear on how the motion reads.

#### Debating Motions

- 124 After a motion has been moved by a member, debate may begin on the motion and each member is provided an opportunity to speak to the motion before it is voted on unless debate is closed.
  - (1) The Chair must allow the mover of a motion to open and close debate on the motion they have moved. The order of debate among the members between the opening and closing of debate on a motion is determined by the Chair.
  - (2) The Chair is encouraged to allow all other members to participate in debate before the Chair participates in debate, with the exception of allowing the mover of a motion to close debate.
- 125 When a member is speaking to a motion, other members must not interrupt the speaker unless the member is raising a point of order or point of privilege or is attempting to gain the attention of the Chair.
- 126 Members may ask clarifying questions during the debate on a motion provided that the questions are directly related to the debate on the motion unless otherwise allowed by the Chair.
- 127 The Chair must call for a vote on a motion after debate on the motion has concluded. The Chair may close debate in the following circumstances:
  - (1) all members have been provided an opportunity to debate and ask questions on the motion and no member wishes to further debate or ask questions the motion;
  - (2) all members have been provided an opportunity to debate and ask questions on the motion and, in the opinion of the Chair, the debate or questioning has become repetitious or unproductive; or



- (3) if the members pass a resolution to close debate on the motion.

#### Motions to Close Debate

- 128 A member may move to close debate on a motion if, in the opinion of the member, the debate has become repetitious or unproductive.
- 129 If a motion to close debate passes, no further debate on the motion is allowed and no further amendments to the motion are allowed. The Chair must immediately call for a vote on the motion.
- 130 If a motion to close debate is defeated, the Chair must allow for the debate to continue and further amendments to the motion are permitted.
- 131 Motions to close debate are not debatable and cannot be amended. They are not recorded in the meeting minutes.

#### Withdrawing Motions

- 132 After a member moves a motion, the motion belongs to the members as a whole and may only be withdrawn by the mover with the unanimous consent of the members present.
- 133 If a motion does not receive unanimous consent to be withdrawn, the members must continue with consideration of the motion.
- 134 Withdrawn motions are not recorded in the meeting minutes except when, in the opinion of the Chief Administrative Officer, recording the withdrawn motion is needed to accurately record the proceedings of the meeting in the minutes.

#### Severing Motions

- 135 When a motion has two or more recommendations, a member may request, after a motion has been moved but before the vote on the motion, that the recommendations be severed and considered as separate motions. The Chair determines whether the motion will be severed.
- 136 The mover of the original motion is considered the mover of the severed motions.

#### Motions Out of Order

- 137 The Chair may rule a motion out of order subject to a point of order raised by a member or a challenge of the ruling of the Chair by a member.
- 138 When ruling a motion out of order, the Chair must provide the reasons for their ruling and may consider, but is not limited to, the following:
- (1) whether an amending motion would nullify or contradict the intent of the original motion;



- (2) whether the motion would be contrary to the bylaws of Rocky View County, the *Municipal Government Act*, or other governing legislation;
- (3) whether the motion would be contrary to the established procedures and customs of Council or the committee;
- (4) whether the motion should be made through a notice of motion or brought before Council or the committee through another means; and
- (5) whether the motion, or substantially similar motion, has been considered within the previous six months without first reconsidering the original motion, in which case the motion is out of order.

139 Motions ruled out of order are no longer motions and are not considered by Council or the committee and are not recorded in the meeting minutes.

#### Minor Corrections to Motions

- 140 Minor corrections may be made to a motion after it has been moved but before the vote on the motion without requiring an amending motion provided that the corrections are limited and clerical in nature, such as correcting spelling and grammar.
- 141 Minor corrections to a motion require the unanimous consent of the members present. If a minor correction does not receive unanimous consent, it may be made in the form of an amending motion.
- 142 Minor corrections to a motion are not recorded in the meeting minutes, and the mover of the original motion is still considered the mover after any minor corrections have been made to the motion.

#### **Main Motions**

- 143 Motions that bring a proposed action on a matter before Council or a committee are known as main motions. When a main motion has been moved and is being considered, a member cannot make another motion except to:
  - (1) move a subsidiary motion, such as an amending motion, a tabling motion, or a referral motion, in accordance with this bylaw;
  - (2) move a privileged motion, such as a motion to recess or a motion to adjourn; or
  - (3) raise a point of order, raise a point of privilege, or challenge a ruling of the Chair in accordance with this bylaw.
- 144 Main motions are debatable and may be amended unless otherwise provided for in this bylaw.



### Motions Arising

- 145 Motions that arise out of consideration of a matter, but are not required for the matter under consideration, are known as arising motions. Immediately after a matter has been considered, a member may move an arising motion to deal with something directly related to the matter that was just considered.
- 146 Arising motions should be used in circumstances where it is prudent to provide subsequent direction in a timely manner or when the direction provided does not require further information.
- 147 Arising motions are debatable and may be amended.

### **Subsidiary Motions**

#### Amending Motions

- 148 A member may propose an amendment to a motion by moving an amending motion. The amending motion must be made after the motion has been made and prior to the vote on the motion.
- 149 Amending motions should be used to improve the wording of motions. Amending motions are used for the purpose of adding words, removing words, or replacing words in the original motion. Amending motions must relate to the subject matter of the original motion and must not be contrary to the original motion.
- 150 Only one amending motion and only one amendment to an amending motion are permitted at the same time. When there are multiple amending motions at the same time, the amending motions are considered in reverse order of when they were moved, resulting in the original motion considered last.
- 151 All amending motions are debatable and are amendable to the extent provided for by the above section of this bylaw.

#### Referral Motions

- 152 A member may move to refer a matter or motion, and any pending amendments to a motion, to another body to complete further actions or to provide more information on a matter or motion under consideration.
- 153 Referral motions should be used in circumstances where doing something further is the main consideration, whether that is for further action or for more information, prior to making a decision on the matter or motion.
- 154 Referral motions are debatable and may be amended.



### Tabling Motions

- 155 A member may move to table a matter or motion, and all amendments to a motion, either temporarily or indefinitely with the intention of bringing the matter or motion back for consideration at different time.
- (1) When the matter or motion is subsequently lifted from the table, consideration resumes at the same point at which it was left when the matter or motion was tabled.
- 156 Tabling motions should be used in circumstances where timing is the main consideration. If further action or more information on a matter or motion is desired, a referral motion should be considered instead of a tabling motion.
- 157 A matter or motion may be tabled to a different point in the same meeting, be tabled to a future date, or be tabled indefinitely with no set return date identified.
- 158 Tabling motions are debatable and may be amended.

### Lifting from the Table

- 159 When a matter or motion that has been tabled is lifted from the table, either automatically or by resolution depending on the tabling motion, the matter or motion is brought back as it was when it was tabled, including any pending amendments to a motion.
- 160 If the matter or motion was tabled to a different point in the same meeting or was tabled indefinitely with no set return date or conditions identified, it must be lifted from the table by resolution prior to resuming consideration of it.
- (1) If a motion to lift from the table is defeated, the matter or motion will remain on the table until a motion to lift it from the table is passed.
- 161 If the matter or motion was tabled to a specific meeting or with a set return date or conditions identified, it is deemed to be lifted from the table without resolution by including the matter or motion on an agenda.
- 162 A matter or motion may be lifted from the table earlier than the time identified in the tabling motion provided that the matter or motion is included on an agenda or added to an agenda for a meeting.
- 163 Motions to lift from the table are debatable but cannot be amended.

### **Privileged and Incidental Motions**

#### Motions to Recess and to Reconvene

- 164 A member may move to recess a meeting for a specific period or until a specific time. If a meeting is recessed by resolution, it must be reconvened by resolution.
- 165 The Chair may recess a meeting for a specific period or until a specific time. If a meeting is recessed by the Chair, it may be reconvened by the Chair or by resolution.





166 Motions to recess or to reconvene are not debatable and cannot be amended.

#### Motions to Adjourn

167 A member may move to adjourn a meeting at any time during the meeting unless the meeting is in closed session or another motion is being considered.

168 Motions to adjourn are not debatable and cannot be amended.

#### Motions to Reconsider and Rescind

169 Members may attempt to revisit previous decisions by moving a motion to either reconsider or rescind a motion that was voted on previously in accordance with this bylaw. Motions to reconsider are made at the same meeting at which the original motion was voted on, while motions to rescind are made at a different meeting.

(1) The member moving a motion either to reconsider or rescind must have voted on the prevailing side of the original motion, except in the case of a motion defeated on a tie, in which case any member who voted for the original motion may move the motion to reconsider or rescind.

170 A motion to reconsider should be used when a motion is passed or defeated at a meeting and a member wishes to reconsider the vote on the motion at the same meeting. If a motion is being reconsidered, the original motion is back on the floor as if the original mover of the motion had just made the motion:

(1) after a motion to reconsider is passed, the Chair reopens debate on the original motion; and

(2) after debate is closed, the Chair calls for a vote on the original motion.

171 The same motion can only be reconsidered once during the same meeting, and a motion to reconsider cannot be reconsidered or rescinded.

172 A motion to rescind should be used when a resolution is passed at one meeting and the member wishes to rescind the resolution at a different meeting. To rescind a resolution on a matter, the matter must:

(1) be included on the agenda through a notice of motion submitted in accordance with this bylaw; or

(2) be added to an agenda through an emergent business item in accordance with this bylaw.

173 If a resolution is rescinded, the original motion is deemed null and void but it does not undo any actions that have been taken as a result of the resolution being passed.

174 A motion to rescind cannot be reconsidered or rescinded.

175 Motions to reconsider or rescind are debatable and cannot be amended.



## Public Hearings

- 176 Public hearings are held when required by the *Municipal Government Act* or when Council directs that a matter be considered through a public hearing.
- 177 Public hearings may be held at regular or special Council meetings.
- 178 When a public hearing is required to be held on a proposed bylaw or resolution by the *Municipal Government Act*, the public hearing will be held after first reading and prior to second reading of the proposed bylaw or prior to a vote on the proposed resolution.
  - (1) Additional public hearings may be held on a proposed bylaw but any additional public hearings must be held prior to second reading of the proposed bylaw.
- 179 Public hearings are advertised in accordance with the *Municipal Government Act* and Rocky View County's bylaws, policies, and procedures.

## Public Hearing Submissions

- 180 Public hearing circulations and advertisements must meet the requirements of section 606 of the *Municipal Government Act* and must include the process and deadlines for public hearing submissions.
- 181 Public hearing submissions may be in the form of a written submission and/or a pre-recorded audio/video submission. Alternate forms of public hearing submissions may be provided if the public hearing is being held at an electronic meeting without public access to the Council Chambers.
- 182 An individual or group may provide a written submission for a public hearing and may choose to either provide a pre-recorded audio/video submission or to present at the public hearing, but not both, in addition to their written submission.
- 183 Pre-recorded audio/video submissions at a public hearing are limited to five minutes for an individual, or 10 minutes for a group, unless extended by a resolution of Council.
- 184 For a submission to be included as part of a public hearing, submissions must be received prior to the advertised submission deadline and must include the following:
  - (1) the name of the person providing the submission and how they are affected by the subject of the public hearing, preferably in the form of a statement of whether they are in support or in opposition and with reasons why;
  - (2) an indication of where the person lives in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description;
  - (3) the names, if any, of any additional people that the submission is on behalf of;



- (4) an indication of where any additional people named in the submission live in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description; and
  - (5) how any additional people named in the submission are affected by the subject of the public hearing, preferably in the form of a statement of whether they are in support or in opposition and with reasons why.
- 185 Public hearing submissions that otherwise comply with this bylaw but are received after the advertised submission deadline will only be provided at the public hearing if Council passes a motion to receive the late submissions at the public hearing.
- 186 Public hearing submissions containing the following may not be included as part of the public hearing:
- (1) excessive personal attacks or derogatory or defamatory statements; or
  - (2) statements that promote discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, pursuant to the *Human Rights Act*.

Presenting at a Public Hearing

- 187 People who wish to present at a public hearing, whether on their own behalf or on behalf of a group, should register to speak as either in support or in opposition of the subject of the public hearing when attending the public hearing in-person.
- 188 Presentations at a public hearing are limited to five minutes for an individual, or 10 minutes for a group, unless extended by a resolution of Council.
- 189 When presenting at a public hearing, each presenter must provide:
- (1) their name and how they are affected by the subject of the public hearing, preferably in the form of a statement of whether they are in support or in opposition and the reasons why;
  - (2) an indication of where they live in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description;
  - (3) the names, if any, of any additional people that the presentation is on behalf of;
  - (4) an indication of where any additional people named in the presentation live in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description; and
  - (5) how any additional people named in the submission are affected by the subject of the public hearing, preferably in the form of a statement of whether they are in support or in opposition and the reasons why.



- 190 Presentations may include supplemental materials such as photos, videos, maps, and powerpoint presentations. All presentation materials provided at a public hearing will be collected by Rocky View County to retain with the meeting minutes and will be provided to the public upon request.

#### Group Submissions and Presentations

- 191 A group may provide a written submission, pre-recorded audio/video submission, or presentation at a public hearing if the group is comprised of three or more persons who claim to be affected by the subject matter of the public hearing and they have agreed to put forward common interests or concerns.
- (1) If a group wishes to provide a presentation at a public hearing, the group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the group.
- 192 All the same requirements under this bylaw that would apply to a presentation or submission by an individual apply to a presentation or submission by a group.

#### Public Hearing Procedures

- 193 The Chair calls for a motion to open the public hearing. The public hearing will begin only after a motion has passed to open the public hearing.
- 194 The Chair informs the public in attendance of the general process and procedures to be followed at the public hearing. Public hearings are generally conducted in the following sequence, but may follow a different sequence depending on the subject of the public hearing:
- (1) staff report by Administration;
- (2) presentation by the applicant;
- (3) presentations by the public in support of the proposal;
- (4) presentations by the public in opposition of the proposal;
- (5) rebuttal presentation by the applicant limited only to the comments read or heard in opposition to the proposal; and
- (6) final questions of Administration.
- 195 The Chair calls for the staff report from Administration to introduce the proposed bylaw, resolution, or other subject to the public hearing.
- (1) Questions of clarification from members to Administration are permitted by the Chair during this portion of the public hearing.
- 196 Following the staff report from Administration, the Chair calls for the applicant to present their application.



- (1) Questions of clarification from members to the applicant are permitted by the Chair during this portion of the public hearing.
  - (2) Presentations from the applicant are limited to a maximum of 20 minutes unless Council passes a motion to extend the presentation time limit.
- 197 Following the presentation from the applicant, the Chair calls for pre-recorded audio/video submissions and presentations from the public, either in support or in opposition to the proposed bylaw, resolution, or other subject to the public hearing.
- (1) Public presentations begin with those in support and the Chair calls for any audio/video submissions in support to be played first. After any audio/video submissions have been played, the Chair calls upon those who have registered to present in support in the order in which they registered;
  - (2) after every individual or group that registered to present in support is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in support and provides them an opportunity to present;
  - (3) after the public presentations in support have concluded, the Chair calls for any audio/video submissions in opposition to be played first. After any audio/video submissions have been played, the Chair calls upon those who have registered to present in opposition in the order in which they registered;
  - (4) after every individual or group that registered to present in opposition is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in opposition and provides them an opportunity to present; and
  - (5) questions of clarification from members to the public presenters, whether in support or opposition, are only permitted by the Chair during this portion of the public hearing.
- 198 Following the pre-recorded audio/video submissions and presentations from the public, the Chair invites the applicant to provide a rebuttal to any points raised in opposition to their application. The opposition must have been raised through a written submission, pre-recorded audio/video submission, or presentation provided at the public hearing.
- (1) The rebuttal by the applicant is limited to a maximum of 10 minutes unless a motion is passed by Council to extend the rebuttal time limit.
  - (2) The Chair allows questions of clarification from members to the applicant during this portion of the public hearing only regarding the information provided by the applicant during their rebuttal.
- 199 Following the rebuttal from the applicant, the Chair allows for any final questions from members to Administration.
- 200 The Chair calls for a motion to close the public hearing. The public hearing must be closed before Council votes on the proposed bylaw, resolution, or other matter that was the subject of the public hearing.



## Bylaws

- 201 Proposed bylaws must be assigned a unique bylaw number, be provided a concise bylaw title, and must have a statement as to the general purpose of the bylaw.
- 202 Council must be provided or have had the opportunity to review a copy of the proposed bylaw before considering a motion to provide the bylaw with first reading.
- 203 All amendments to a bylaw must be made in the form of a motion and must be made prior to consideration of third reading of the bylaw.
- 204 When considering a proposed amendment to a bylaw, Council must be provided or have had the opportunity to review the full text of the amendment before a vote is called on the amendment.
- 205 When Council is considering first reading of a bylaw that requires a public hearing under the *Municipal Government Act*, first reading is considered without amendments or debate.
- 206 Council may consider first reading of a bylaw that does not require a public hearing with amendments and debate.
- 207 Following first reading of a bylaw:
- (1) Administration schedules a public hearing for the bylaw if one is required by the *Municipal Government Act*, and further readings of the bylaw are considered by Council following the public hearing;
  - (2) if the bylaw is required to be advertised by the *Municipal Government Act* or other governing legislation but does not require a public hearing, Administration schedules consideration of further readings of the bylaw at a future meeting; or
  - (3) if a public hearing or advertisement is not required for the bylaw, Council may proceed to consider further readings of the bylaw.
- 208 Notwithstanding sections 204 through 206 of this bylaw, Council may hold a public hearing before considering first reading of a road closure bylaw and first reading of a road closure bylaw may be considered with amendments and debate.
- 209 If a proposed bylaw fails to receive first reading, it is considered defeated. If a bylaw fails to receive second or third reading, it is also considered defeated and all previous readings of the bylaw are rescinded in accordance with section 188 of the *Municipal Government Act*.
- 210 Any bylaw that fails to receive unanimous permission for third reading when required by section 187(4) of the *Municipal Government Act* will be included on the agenda for the next available regular Council meeting, or on the agenda of a special Council meeting, for consideration of third reading.





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- 211 Once a bylaw receives third reading and the final version is available for signing, the Mayor and Chief Administrative Officer must sign the bylaw in accordance with section 213(3) of the *Municipal Government Act*.
- 212 The Chief Administrative Officer is authorized to prepare consolidations of bylaws as required from time to time in accordance with section 69 of the *Municipal Government Act*.

**Severability**

- 213 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 will remain valid and enforceable.

**Transitional**

- 214 Bylaw C-7907-2019, being the *Procedure Bylaw*, and all amendments thereto are repealed upon this Bylaw passing and coming into full force and effect.
- 215 Bylaw C-8277-2022, being the *Procedure Bylaw*, is passed when it receives third reading and is signed in accordance with the *Municipal Government Act*.
- 216 Bylaw C-8277-2022, being the *Procedure Bylaw*, comes into full force and effect on August 1, 2022.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

UNANIMOUS PERMISSION FOR THIRD READING this \_\_\_\_\_ day of \_\_\_\_\_, 2022

READ A THIRD AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date Bylaw Signed



## Bylaw C-8277-2022

### Schedule 'A' – Definitions

- 1     **"Administration"** means the operations and staff under the direction of the Chief Administrative Officer.
- 2     **"Bylaw"** means a Bylaw of Rocky View County.
- 3     **"Chair"** means the person with the authority to preside over a meeting and direct the proceedings and conduct of that meeting.
- 4     **"Chief Administrative Officer"** means the Chief Administrative Officer of Rocky View County pursuant to the *Municipal Government Act* or their authorized delegate.
- 5     **"Closed session"** means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, or as permitted under other governing legislation.
- 6     **"Code of Conduct Bylaw"** means, as the context requires, either:
  - (1)     Rocky View County Bylaw C-7768-2018, being the *Council Code of Conduct Bylaw*, as amended or replaced from time to time; or
  - (2)     Rocky View County Bylaw C-7855-2018, being the *Board and Committee Code of Conduct Bylaw*, both as amended or replaced from time to time.
- 7     **"Committee"** means a committee, board, appeal board, commission, or other body of Rocky View County established by Council and with members appointed by Council.
- 8     **"Council"** means the duly elected Councillors of Rocky View County.
- 9     **"Councillor"** means a duly elected Councillor of Rocky View and includes the Mayor and Deputy Mayor.
- 10    **"Deputy Mayor"** means the deputy chief elected official appointed under section 152 of the *Municipal Government Act*.
- 11    **"Election"** means a general election as defined in the *Local Authorities Election Act* but does not include a by-election or a vote on a bylaw or question.
- 12    **"Emergent business"** means matters that were not included on a meeting agenda but due to time constraints or unusual circumstances must be considered at a specific meeting.
- 13    **"Freedom of Information and Protection of Privacy Act"** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 as amended or replaced from time to time.
- 14    **"Group"** means three or more persons with a common interest in a matter before Council or a committee pursuant to this bylaw.



- 15     **“Local Authorities Election Act”** means *the Local Authorities Election Act*, RSA 2000, c L-21, as amended or replaced from time to time.
- 16     **“Majority”** means more than half of the members present. For example, the majority for a body of seven members is four and the majority for a body of six members is also four.
- 17     **“Mayor”** means the person elected or appointed as chief elected official under section 150 of the *Municipal Government Act*.
- 18     **“Meeting”** means an organizational, regular, or special meeting of Council or a committee.
- 19     **“Member”** means either:
- (1)     a Councillor; or
- (2)     a person appointed by Council to a committee.
- 20     **“Motion”** means a proposal for action on a matter that is brought before Council or a committee pursuant to this bylaw.
- 21     **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.
- 22     **“Organizational meeting”** means an organizational meeting of Council held pursuant to the *Municipal Government Act*.
- 23     **“Pecuniary interest”** means a pecuniary interest as contemplated in the *Municipal Government Act*, or a *Code of Conduct Bylaw*, as amended or replaced from time to time.
- 24     **“Point of order”** means a question or concern raised by a member directed to the Chair to call attention to any departure from the *Procedure Bylaw*.
- 25     **“Point of privilege”** means a question or concern raised by a member directed to the Chair to call attention to the comfort of members.
- 26     **“Public hearing”** means a public hearing held pursuant to the *Municipal Government Act* or any other legislation, whether statutory or non-statutory.
- 27     **“Quorum”** is the minimum number of members who must be present at a meeting in order to conduct business. For example, the quorum for a Council of seven members is four.
- 28     **“Regular meeting”** means a regular meeting of Council held pursuant to the *Municipal Government Act* or a regular meeting of a committee held pursuant to this bylaw or the committee’s terms of reference.
- 29     **“Resolution”** means a motion that is passed by Council or a committee.
- 30     **“Special meeting”** means a special meeting of Council held pursuant to the *Municipal Government Act* or a special meeting of a committee held pursuant to this bylaw or the committee’s terms of reference.



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- 31     **“Stand at ease”** means an informal pause in the meeting called by the Chair that is not a formal recess.
- 32     **“Terms of reference”** means a terms of reference or bylaw approved by Council that establishes the functions, procedures, membership, and other governance characteristics of a board or committee.



ROCKY VIEW COUNTY  
Cultivating Communities

# BYLAW C-7907-2019

## OFFICE CONSOLIDATION<sup>1</sup>

**A Bylaw of Rocky View County to provide for the orderly proceedings of meetings held by Council, boards and committees, and other bodies established by Council.**

**WHEREAS** Rocky View County Council may, by bylaw, pass bylaws establishing procedures to be followed by Council, boards and committees, and other bodies established by Council.

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

### Title and Definitions

- 1 This Bylaw may be cited as the *Procedure Bylaw*.
- 2 Words in this Bylaw have the same meaning as set out in the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this Bylaw.

### Purpose, Application, and Interpretation

- 3 The purpose of this Bylaw is to provide for the orderly proceedings of Council and Committee Meetings.
- 4 This Bylaw applies to all Meetings and Members of Council and Committees.
- 4.1 A Member may make a motion to temporarily suspend the rules or procedures, or a specific rule or procedure, outlined in this Bylaw. A motion to suspend the rules is only in effect for the Meeting at which it was passed.<sup>2</sup>
- 5 Meeting procedure is a matter of interpretation by the Chair, subject to the rights and privileges of Members.
- 6 Notwithstanding the provisions of this Bylaw, if a Committee establishes procedures that differ from the procedures in this Bylaw, the procedures of the Committee take precedence.
- 7 If a matter of procedure arises that is not contemplated in this Bylaw, the matter is decided by reference to the most current edition of Robert's Rules of Order. If there is a conflict between this Bylaw and Robert's Rules of Order, this Bylaw takes precedence.

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<sup>1</sup> Bylaw C-8213-2021 amended all references to "Mayor" to "Mayor" and "Deputy Mayor" to "Deputy Mayor"

<sup>2</sup> Bylaw C-8006-2020

**Mayor, Deputy Mayor, and Acting Chair**

8 When sitting as the Chair, the Mayor:

- (1) presides over all Council Meetings when in attendance unless otherwise provided for in this Bylaw;
- (2) presides over the conduct at Council Meetings, including preserving good order and decorum, ruling on Points of Order, responding to Points of Procedure, and deciding on all procedural questions, subject to an appeal of a ruling made by the Chair;
- (3) manages and facilitates the orderly queuing of speakers, including Councillors, Administration, and members of the public;
- (4) ensures that each Councillor who wishes to speak on a debatable motion is provided the opportunity to do so;
- (5) when wishing to participate in the debate on a question or motion properly before the meeting, the Mayor has all the same rights and is subject to the same restrictions, as to participate in debate, as all other Councillors, except when the matter is specifically within the Mayor's division. Should the Mayor wish to join in debate or make a motion on an item that deals specifically with the Mayor's division, the Mayor shall:
  - (a) request that the Deputy Mayor or another Councillor assume the position of Chair for the duration of that matter; and
  - (b) reassume the position of Chair when consideration of the matter is complete;
- (6) opens Council Meetings and may call for recesses or for the meeting to stand at ease without requiring a motion.

9 The Deputy Mayor:

- (1) presides as the Chair over Council Meetings when the Mayor is absent or unable to perform the duties of the Chair and has all the same powers and responsibilities under this Bylaw; and
- (2) presides over all Council Meetings when the Mayor participates in the Meeting by electronic means.

10 An Acting Chair presides over Council Meetings when both the Mayor and Deputy Mayor are unable to perform the duties of the Chair and the Acting Chair has all the same powers and responsibilities under this Bylaw.

- (1) An Acting Chair is chosen by a resolution passed by the Councillors present at the Meeting.



- 10.1 The term of appoint for the Mayor is for two years and will not extend beyond the term of office of that person as Councillor.<sup>3</sup>
- 10.2 The term of appointment for the Deputy Mayor is for one year and will not extend beyond the term of office of that person as a Councillor. There must only be one Councillor appointed as Deputy Mayor at a time and the position of Deputy Mayor must be filled at all times.<sup>4</sup>

### Challenge to a Ruling of the Chair

- 11 Any Member may challenge a ruling or decision of the Chair on a Point of Order or a Point of Privilege. If a ruling or decision is challenged, the Chair must briefly state the reason for their decision and then put to the Members the question of whether to uphold or overturn the ruling or decision.
- 12 The Members decide on the question by voting on whether to uphold or overturn the ruling or decision of the Chair without debate. The decision of the Members is final.
- 13 Challenges to a ruling of the Chair are not recorded in the Meeting Minutes.

### Meetings

#### Organizational Meetings

- 14 Council holds an annual Organizational Meeting pursuant to the *Municipal Government Act* for the purpose of appointing, as required, the Mayor and Deputy Mayor, establishing Council and Committee Meeting dates, appointing Members to Committees, and any other business included on or added to the Organizational Meeting Agenda.<sup>5</sup>
- 15 At Organizational Meetings, Council:
- (1) Appoints the Mayor for the ensuing two years and Deputy Mayor for the ensuing year, as required;<sup>6</sup>
  - (2) Establishes the dates and times for regular Council and Committee Meetings as required;
  - (3) Makes Committee appointments as required, including appointments for member at large positions and Chair and Vice Chair positions;
    - (a) repealed<sup>7</sup>
  - (4) Conducts any other business included on or added to the Organizational Meeting Agenda.

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<sup>3</sup> Bylaw C-8213-2021

<sup>4</sup> Bylaw C-8213-2021

<sup>5</sup> Bylaw C-8213-2021

<sup>6</sup> Bylaw C-8213-2021

<sup>7</sup> Bylaw C-8212-2021

- 16 During Organizational Meetings:
- (1) The Chief Administrative Officer calls the Meeting to order, presides over the appointment of the Mayor, and administers Oaths of Office; and
  - (2) Once elected, the Mayor presides over the appointment of the Deputy Mayor and all subsequent business on the Organizational Meeting Agenda.<sup>8</sup>
- 17 During the appointment of the Mayor and Deputy Mayor, the following procedures apply:
- (1) If only one nomination is received for the position of Mayor or Deputy Mayor, the nominee will be appointed by acclamation; or
  - (2) If more than one nomination is received for the position of Mayor or Deputy Mayor, a vote by secret ballot will be conducted using the following exhaustive ballot procedure:<sup>9</sup>
    - (a) If no Councillor receives a Clear Majority of votes on the first ballot, the Councillor who received the least number of votes is dropped from the ballot and a subsequent ballot is conducted;
    - (b) On any subsequent ballots, the Councillor who receives the least number of votes is dropped from the ballot until a Councillor receives a Clear Majority of votes.
- 18 Committee appointments may be made by resolution or, if a vote is required, by an election using secret ballot and the exhaustive ballot procedure established in section 17 of this Bylaw.
- 19 All ballots for elections conducted at the Organizational Meeting are destroyed after the Meeting is adjourned.

#### Regular Council Meetings

- 20 At the annual Organizational Meeting, Council establishes the dates and times of regular Council Meetings for the ensuing year.
- (1) Council may from time to time establish other Council Meeting dates and times by resolution.
- 21 Councillors sit in order of their electoral division, other than the Mayor and Deputy Mayor, with any seating changes subject to approval from the Mayor.

#### Special Council Meetings

- 22 Special Council Meetings may be called in accordance with the *Municipal Government Act*.

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<sup>8</sup> Bylaw C-8213-2021

<sup>9</sup> Bylaw C-8213-2021

Closed Sessions

- 23 Council or a Committee may hold all or part of a Meeting in a Closed Session in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
- 24 Resolutions cannot be passed by Council or a Committee during a Closed Session except for a resolution to revert back to an open Meeting.
- 25 Information presented and any discussion occurring during a Closed Session must be held in confidence by those in attendance during the Closed Session.
- 25.1 Members must not bring electronic devices into Closed Sessions, and Members must not record, take notes, or otherwise document Closed Session proceedings.<sup>10</sup>
- 26 Closed Sessions are chaired by the Mayor in the case of Council and by the Chair in the case of a Committee.
- 27 Closed Sessions shall include all members as long as the member has not abstained from the matter under discussion or is not required to abstain from participating in the matter under discussion.
- 28 Council or a Committee, as it considers appropriate, may allow other persons to attend Closed Sessions. When other persons attend Closed Sessions, the meeting minutes shall record the names of those persons and the reason for their attendance.
- 29 After the Closed Meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and that reasonable notice must be given for those members of the public to return to the meeting before it continues.<sup>11</sup>

Meetings through Electronic Means

- 30 Council or Committee Meetings may be conducted through electronic means, or a Member may participate in a Meeting through electronic means, in accordance with the *Municipal Government Act*.
- 31 Closed Sessions cannot be conducted through electronic means, and Members participating in a Meeting through electronic means cannot 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.
- 32 A Member may participate in a Council or Committee Meeting through electronic means if:
  - (1) the Member is in a location outside of Rocky View County for any reason;

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<sup>10</sup> Bylaw C-8006-2020

<sup>11</sup> Bylaw C-8006-2020

- (2) the Member is in a location within Rocky View County but is unable to attend the Meeting for medical reasons for themselves or an immediate family member;
  - (3) Quorum is met by the Members physically in attendance at the Meeting to ensure that the Meeting can continue if electronic communications fails or a Closed Session is held;
  - (4) the Meeting location is able to support the use of electronic communications and that all Members participating in the Meeting are able to communicate effectively; and
  - (5) the Meeting location is secure and appropriate for interaction between Members and viewing by the public and free from outside distractions.
- 33 To participate in a Council or Committee Meeting through electronic means, a Member must advise the Chief Administrative Officer at least 48 hours prior to the start of the Meeting in order to make arrangements for the use of electronic means.
- (a) The Chief Administrative Officer may waive the 48 hour notice at his/her discretion.
- 34 Members participating in a Meeting through electronic means are deemed to be present at the Meeting but do not count towards Quorum.
- 35 The Chair must be physically present at the Meeting and cannot Chair the Meeting through electronic means.
- 36 Only as many Members as are supported by the system's capacity, up to a maximum of three, may participate in a Meeting through electronic means at the same time.
- (1) If more than three Members request to participate in a Meeting through electronic means, only the three Members who submitted their requests to the Chief Administrative Officer first will be permitted.
- 37 The Chair must announce at the Meeting that a Member is participating through electronic means.
- 38 The Chair has the sole authority to end the use of electronic means at any time if, in their opinion, the use of electronic means is disruptive to the Meeting, is not secure, or is not appropriate.

#### Notice of Council and Committee Meetings

- 39 Notice of regular Council and Committee Meetings is provided to the public by:
- (1) notice in a local newspaper;
  - (2) posting on the County's website; and
  - (3) posting on the notice board at the County Hall.

- 40 Council may by resolution change the date, time, frequency, or location of any Meeting. The Chief Administrative Officer is responsible for notifying the public of changes to the date, time, or location of any Council or Committee Meeting or the calling of a Special Meeting. Notice will be provided to the public by:
- (1) notice in a local newspaper if time permits;
  - (2) posting on the County's website if time permits; and
  - (3) posting on the notice board at the County Hall.

#### Cancellation of Council and Committee Meetings

- 41 Council or Committee Meetings may be cancelled:
- (1) by resolution passed by the Members present at a Meeting held prior to the Meeting to be cancelled; or
  - (2) with the written consent of a Majority of Members and with not less than 24 hours' notice of the cancellation provided to the public and Members.

### **Agendas**

#### Agenda Preparation and Distribution

- 42 The Agenda for each Council Meeting is developed by the Chief Administrative Officer in consultation with Administration, the Mayor, and the Deputy Mayor.
- (1) The Agenda for each Council Meeting is approved by the Mayor prior to distribution, and the Mayor may direct that items be rescheduled to maximize efficiency and effectiveness of each Council Meeting regarding quantity and complexity of agenda items:
    - (a) Should items be rescheduled, the Mayor will inform Council of the item and the reason for rescheduling; and
    - (b) In the absence of the Mayor, the Deputy Mayor will perform approval and rescheduling of agenda items.
- 43 The Agenda for each Committee Meeting is developed by the Chief Administrative Officer in consultation with Administration, the Chair, and the Vice-Chair.
- (1) The Agenda for each Committee Meeting is approved by the Chair prior to distribution, and the Chair may direct that items be rescheduled to maximize effectiveness of each Committee Meeting:
    - (a) Should items be rescheduled, the Chair will inform the Committee of the item and the reason for rescheduling; and
    - (b) In the absence of the Chair, the Vice Chair will perform approval and rescheduling of agenda items.

- 44 The Chief Administrative Officer distributes Council Agendas to Council no later than seven days prior to each Council Meeting.
- 45 The Chief Administrative Officer posts Council Agendas on the County's public website no later than six days prior to each Council Meeting.

#### Agenda Additions or Deletions

- 46 Council may add or delete items after an Agenda is published by a resolution passed at the Meeting.
- 46.1 Council may only add or delete items after an Agenda has been approved by a resolution passed unanimously by the Members present at the Meeting.<sup>12</sup>

#### Emergent Business

- 47 An Emergent Business item is an Agenda item not included on the Agenda but due to time constraints must be brought before Council at a Meeting. Emergent Business items:
- (1) are considered additions to the Agenda; and
  - (2) the Chief Administrative Officer provides Council with the reasons why an Emergent Business item is urgent and the degree of urgency.
- 48 Councillors or Administration may propose to add an Emergent Business item to an Agenda without prior notice subject to the following conditions:
- (1) the matter relates to an emergency;
  - (2) the matter was not previously discussed at the same Meeting;
  - (3) the matter does not require prior written notice;
  - (4) the matter does not raise a Point of Privilege; and
  - (5) the Emergent Business item is added to the Agenda by Council by Resolution.

#### Standing Agenda Items and Order of Business

- 49 Deleted<sup>13</sup>
- 50 Immediately after calling a Meeting to order, the Chair calls for a motion to approve the Agenda subject to any additions or deletions.
- 51 Immediately after approval of the Agenda, the Chair calls for a motion to approve the Minutes of the previous Meeting subject to any corrections.

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<sup>12</sup> Bylaw C-8006-2020

<sup>13</sup> Bylaw C-8071-2020

- 52 Unfinished Business items are considered immediately following the approval of the Agenda and Minutes and prior to the consideration of any other business on the Agenda.
- 53 The order of business at a Meeting is determined by the Chair subject to:
- (1) sections 50, 51, and 52 of this Bylaw; or
  - (2) a challenge by a Councillor.

### **Notices of Motion**

- 54 A Councillor who wishes to introduce a new matter for consideration at a Council Meeting must submit a Notice of Motion in writing or electronically to the Municipal Clerk or their designate by 12:00 PM not less than 10 days prior to the Meeting that the Councillor wishes to introduce their Notice of Motion.
- (1) The requirement for 10 days' notice established in section 53 of this Bylaw may be waived by a resolution of Council. The Notice of Motion would then be considered Emergent Business at the Meeting.
- 55 The Notice of Motion must provide the following:
- (1) The proposed motion to be considered by Council;
  - (2) The name the Councillor who seconds the notice of motion;
  - (3) The date of the Meeting at which the Councillor will read the Notice of Motion into the record; and
  - (4) The date of the Meeting at which the proposed motion will be considered by Council after the Notice of Motion has been read into the record.
- 56 When a Notice of Motion is read into the record, and only when a resolution has been passed by Council directing Administration to prepare a report in response to the Notice of Motion, Administration shall:
- (a) Provide a report in response to the Notice of Motion at the Meeting date that the proposed motion is proposed to be considered, as per the specifics in the Notice of Motion.
- 57 When providing the date of the Meeting, pursuant to section 55(4) of this Bylaw, the Councillor should consider the agenda preparation and distribution deadlines for that Meeting to allow Administration time to prepare its report.
- 58 The proposed motion provided in the Notice of Motion will not be considered or debated until a Councillor moves the motion provided in the Notice of Motion.

### **Commencement of Council and Committee Meetings**

- 59 As soon as there is Quorum present and after the start time of a Meeting:
- (1) the Chair calls the Meeting to order; or



- (2) if the Mayor and Deputy Mayor in the case of Council, or the Chair and Vice Chair in the case of a Committee, are not present within 30 minutes after the start time of the Meeting and Quorum is present, the Chief Administrative Officer calls the Meeting to order and the Members present by resolution choose an Acting Chair for the Meeting.

- 60 The Mayor or Deputy Mayor in the case of Council or Chair or Vice Chair in the case of Committee may assume the Chair upon their arrival to the Meeting.

### **Quorum**

- 61 If Quorum is not present within 30 minutes after the start time of the Meeting, the Chief Administrative Officer records the names of the Members present and the Meeting is adjourned until the next Meeting.
- 62 If Quorum is lost at any time during a Meeting, the Meeting is recessed and if Quorum is not achieved within 15 minutes the Meeting is adjourned until the next Meeting.

### **Meeting Proceedings**

- 63 All discussion, questions, and debate at a Meeting must be directed through the Chair.
- 64 No Member may speak unless and until they are recognized by the Chair.
- 65 The Chair rules on Points of Order and Points of Privilege. A ruling by the Chair may be challenged by a Member, in which case a vote is taken by the Members to either uphold or overturn the ruling of the Chair.
- 66 Points of Order, Points of Privilege, rulings made by the Chair, and challenges to a ruling made by the Chair are not recorded in the Meeting Minutes.
- 67 Unless otherwise permitted by the Chair, Members may speak only twice on any Motion, once in debate and once to ask questions. The Chair may allow a Member to speak more than twice on a matter in the following circumstances:
  - (1) to clarify or further explain previous remarks by a Member if misunderstood;
  - (2) in the case of the mover of a Motion, to respond to questions about the Motion directed through the Chair; and
  - (3) to allow the mover to close debate on a Motion after the Chair has allowed for discussion on the Motion and all other Members were provided an opportunity to speak to the Motion.
- 68 Members may speak on a matter for a maximum of ten minutes unless otherwise permitted by the Chair.
- 69 If a Member arrives late to a Meeting, leaves before it is adjourned, or is temporary absent from the Meeting, the Meeting Minutes reflect the absence and its duration.
- 70 If a Member is unable to attend a Meeting, that Member must advise the Chair of their absence and the reasons for their absence, if possible.

**Public Conduct at Meetings**

- 71 When in attendance at a Council or Committee meeting, members of the public must maintain order, decorum, and quiet and must not:
- (1) approach or attempt to address Council or the Committee without prior permission being granted; or
  - (2) disturb or interrupt the proceedings of Council or the Committee.
- 72 The Chair may order that a member or members of the public be expelled from the Meeting for disturbing or interrupting the proceedings of Council or the Committee or for otherwise acting improperly during the Meeting.

**Member Conduct at Meetings**

- 73 When in attendance at Meetings, Members must:
- (1) speak respectfully and using parliamentary language;
  - (2) be acknowledged by the Chair prior to speaking;
  - (3) respect the rules and proceedings of Council or the Committee;
  - (4) refrain from side conversations when another Member or a member of the public is speaking;
  - (5) respect the decision of the Chair on any ruling, order, question, practice, or interpretation; and
  - (6) abide by the applicable *Code of Conduct Bylaw*.
- 74 A Member who persists in a breach of subsection 73 of this Bylaw, the Chair may request that the Deputy Mayor or Committee Vice Chair move a motion to remove the unruly Member from either the balance of the Meeting or until a time provided in the motion. If the motion passes, the Chair shall direct the Member to leave the Meeting.
- 75 If the Chair fails to follow the provisions of this Bylaw, or of Robert's Rules of Order when necessary, a Member may request that the Deputy Mayor or Committee Vice Chair move a motion to remove the unruly Chair from either the balance of the Meeting or until a time provided in the motion. If the motion passes, the Chair must leave the Meeting.
- 76 If a Member has been directed to leave the Meeting and that Member wishes to provide a satisfactory explanation and apology for their behavior, the Members may by resolution allow the offending Member to remain or return to the Meeting.

**Public Requests to Address Council or a Committee**

- 77 Members of the public wishing to address Council or a Committee on an Agenda item that is not a Public Hearing must notify the Chief Administrative Officer of the request to speak, either in writing or verbally, and state the reasons for the request.

- 78 The Chief Administrative Officer advises Council or the Committee of the request to speak and the reasons provided by the requestor.
- 79 Council or the Committee may by resolution permit a member of the public to speak on an Agenda item. Members of the public who are permitted to address Council or the Committee have a maximum speaking time limit of 20 minutes, which may be extended by resolution.

**Public Requests to Present to Council<sup>14</sup>**

- 79.1 Community groups, stakeholders, and individuals may request to make a presentation at a Council Meeting.
- 79.2 Presentation requests must be submitted to the Chief Administrative Officer or designate no later than four weeks prior to the Council Meeting at which the presenters wish to present.
- 79.3 All presentation requests must be approved by the Mayor or, in the absence of the Mayor, the Deputy Mayor in order for the presentation to proceed to the requested Council Meeting date. The Mayor or, in the absence of the Mayor, the Deputy Mayor, at their discretion, may refuse or defer a presentation request in the following circumstances:
- (1) the subject matter of the presentation is related to an active application from the presenters or the presenters intend to submit an application within six months of the presentation date;
  - (2) the subject matter of the presentation is outside of the authority or jurisdiction of Rocky View County;
  - (3) the subject matter of the presentation is more appropriate for a different committee, board, commission, or other body;
  - (4) the presentation is better suited for a different Council Meeting due to the size or scope of the Agenda; or
  - (5) otherwise at the discretion of the Mayor with reasons provided to the presenters.
- 79.4 After a presentation request has been approved by the Mayor, the presentation materials must be submitted to the Chief Administrative Officer by the presenters no later than three weeks prior to the Meeting.
- 79.5 Council may by resolution cancel or defer an approved presentation after the Meeting Agenda has been published if:
- (1) the presenters introduce new material or amended presentation materials that change the scope of the original presentation request; or
  - (2) otherwise at the discretion of Council.

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<sup>14</sup> Sections 79.1 through 79.6 were added by Bylaw C-8030-2020

- 79.6 Presentations are limited to 20 minutes in duration, unless Council passes a resolution to extend the presentation time limit, and may be followed by questions from Council to the presenters or Administration.
- 79.7 All presentations, discussion, and questions are directed through the Chair and presenters are not permitted to directly ask questions of Council or Administration.

### **Pecuniary Interests**

- 80 When a Member reasonably believes that they have a Pecuniary Interest in a matter before Council or a Committee, the Member must declare their Pecuniary Interest and abstain from participating in the matter in accordance with the *Municipal Government Act*.
- 81 The Member's declaration and abstention due to a Pecuniary Interest are recorded in the Meeting Minutes.
- 82 A Member who has declared a Pecuniary Interest and abstained from a matter is not considered part of Quorum while that matter is being considered.

### **Meeting Minutes**

- 83 The Chief Administrative Officer prepares a written record of the proceedings and decisions of all Meetings that includes, but is not limited to, the following:
- (1) the names of the Members present and absent from the Meeting;
  - (2) the names and times of Members who arrive or leave throughout the course of the Meeting;
  - (3) the names of members of the public who speak in favour and in opposition at a Public Hearing or are permitted to speak to a matter that is not a Public Hearing;
  - (4) a brief description of each matter;
  - (5) all decisions and other proceedings on each matter;
  - (6) all motions, which Member moved each motion, whether each motion was carried or defeated, and any Members who were absent or abstained from the vote on the motion;
  - (7) if a vote is a recorded vote, the names of which Members voted in favour and in opposition to the motion if the result of the vote is not unanimous;
  - (8) any abstentions made by Members and the reasons provided by a Member for an abstention; and
  - (9) the signatures of the Mayor and the Chief Administrative Officer in the case of Council or the signatures of the Chair and the Chief Administrative Officer in the case of a Committee.

## Recording and Livestreaming Meetings

- 84 Council Meetings are recorded and livestreamed to the public with the exception of Closed Sessions.
- 85 Committee Meetings may be recorded and livestreamed to the public with the exception of Closed Sessions.
- 86 At the start of a Meeting, the Chair notifies those present that the Meeting is being livestreamed and a recording will be made available on the County's public website after the Meeting is adjourned.
- 87 The Chair may, at any time and at their discretion, direct the termination or interruption of a livestream.
- 88 If there are technical difficulties while livestreaming, the Chair advises those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the County's public website.
- 89 If there are technical difficulties while livestreaming, an audio or video recording will be used to record the Meeting.
- 90 Meeting recordings will be retained and provided in accordance with Rocky View County's records management bylaws, policies, and procedures.
- 91 Meeting recordings will only be transcribed by Rocky View County if required by the Chief Administrative Officer in connection with any litigation, audit, or investigation or if required under the *Freedom of Information and Protection of Privacy Act*.
- 92 The use of audio or video recording devices by the public or the media during a Meeting is prohibited.

## Voting

### Voting Procedures

- 93 Votes are taken as follows:
- (1) The Chair calls the question on the Motion;
  - (2) The Chair calls for those in favour of the Motion and asks for a show of hands if the electronic voting system is unavailable; and
  - (3) The Chair calls for those opposed to the Motion and asks for a show of hands if the electronic voting system is unavailable.
- 94 After the Chair calls for a vote on a motion, no Member may speak to the motion or move another motion until the results of the vote have been declared.
- 95 Members must cease any distractions and remain in their seats after the voting process begins and until the vote is taken and the results declared.

- 96 Members vote verbally, by raising their hand, through an electronic voting system, or by another method agreed upon by the Members.
- 97 Every Member present at a Meeting must vote on every matter put to a vote unless a Member is absent from the Meeting or permitted to abstain from voting on the matter;
- (1) If a motion cannot be voted on because Quorum would be lost due to abstentions, the matter will be forwarded to the next Meeting as Unfinished Business.
- 98 A motion is carried when a simple majority of Members present vote in favour of the motion or, when otherwise required by this Bylaw, the required number of Members vote in favour of the motion.
- 99 A motion is defeated when it does not receive the required number of votes in favour or if the vote results in a tie.
- 100 Members are only permitted to change their vote on a motion if the request is made by the Member at the same Meeting that the vote was held and if all Members present unanimously agree to the change.
- 101 Unless a vote is a recorded vote, the Meeting Minutes show the name of the Member who moved the motion and whether it was carried or defeated.

#### Recorded Votes

- 102 Before a vote on a motion is taken, a Member may request that the results of the vote be recorded.
- 103 When a vote is a recorded vote, the Meeting Minutes show the names of the Member who moved the motion, who voted in favour and in opposition to the motion, who abstained or were absent from the vote, and whether the motion was carried or defeated.

### **Motions**

#### General Motion Provisions

- 104 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or a Committee unless it is in the form of a motion that has been verbally moved by a Member.
- 105 A Member may move a motion regardless of whether the Member intends to support the motion and without requiring the motion to be seconded by another Member.
- 106 Motions may be displayed to Council or a Committee prior to the vote on the motion, and the Chair may request that a motion be submitted by a Member in writing or electronically.
- 107 The Chair must not call for a vote on a motion until the Members and the Municipal Clerk are clear on how the motion reads.
- 108 Motions that bring a matter before Council or a Committee are known as main motions. When a main motion has been moved and is being considered, a Member cannot make another motion except to:

- (1) move a subsidiary motion which is applied to another motion for the purpose of modifying it, delaying acting on it, handing its consideration, or disposing of it;
- (2) move a privileged motion which relates to the rights or privileges of the organization or individual members rather than to particular items of business. They are of such urgency that they are entitled to immediate consideration; or
- (3) move an incidental motion which are made in response to a variety of situations that may arise during the consideration of a pending question. They must be resolved before business can continue. They have no rank.

#### Withdrawing Motions

- 109 After a motion has been verbally moved by a Member, the motion becomes the property of Council or the Committee as a whole and may only be withdrawn by the mover with the unanimous consent of the Members present.
- 110 Withdrawn motions are not recorded in the Meeting Minutes.

#### Severing Motions

- 111 If a motion includes two or more recommendations, the Chair or a Member may request, prior to the vote on the motion, that the motion be severed and debated and voted on individually.
- 112 The mover of the original motion is considered the mover of any severed motions.

#### Friendly Amendments to Motions

- 113 After a motion has been verbally moved by a Member, the motion becomes the property of Council or the Committee as a whole. A Member may make minor changes to the wording of the motion, or accept any minor changes proposed by another Member, if the changes do not alter the intent of the Motion and the Members present must unanimously consent to the changes.
- 114 Friendly amendments may be proposed by a Member or requested by a Member while speaking on or debating a motion.
- 115 If a friendly amendment is not accepted by the mover of the motion or does not receive the unanimous consent of the Members present, then a Member may move a motion to amend the motion.
- 116 Friendly amendments are not recorded in the Meeting Minutes, and the mover of the original motion is still considered the mover after any friendly amendments are made to the motion.

#### Amending Motions

- 117 A Member may move to amend a motion after it has been moved and prior to the vote on the motion, except for the following types of motions which cannot be amended:
- (1) motion to refer;



- (2) motion to table, except as to the time provided in the main motion;
  - (3) motion to adjourn;
  - (4) motion for the first or third reading of a bylaw; or
  - (5) motion to permit the consideration of third reading of a bylaw.
- 118 A Member cannot move an amendment to a motion that does not relate to the subject matter of the motion or is contrary to the motion.<sup>15</sup>
- 119 A Member may move an amendment to an amendment provided that the amendment to the amendment is relevant to the subject matter of the amendment and not contrary to the amendment.
- 120 Only one amendment to a motion and only one amendment to an amendment are permitted at the same time.
- 121 The amendment to the amendment must be considered before the amendment to the motion is considered, and all amendments are considered in reverse order in which they were moved, resulting in the main motion only being considered after all pending amendments have been considered.
- 122 A Member who moved a motion may only amend that motion through a friendly amendment and cannot move an amendment to the motion.

#### Motions Out of Order

- 123 The Chair may rule that a motion or an amendment to a motion is out of order, subject to a challenge of the ruling by a Member.
- 124 When ruling that a motion is out of order, the Chair must cite the applicable rule or authority without further comment.
- 125 Motions that are ruled by the Chair to be out of order are not considered or voted on by Council or the Committee.
- 126 When ruling whether a motion is out of order, the Chair may consider, but is not limited to considering, the following:
- (1) the Chair may deem a motion to be out of order if it is a motion to refer that has the same effect as defeating the motion (for example, due to time constraints);
  - (2) the Chair may deem a motion to be out of order if a similar motion was considered and voted on within the previous six months and without first reconsidering the original motion;
  - (3) the Chair may deem a motion to be out of order if it conflicts with established procedures or is contrary to the privileges of Members; and

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<sup>15</sup> Bylaw C-8071-2020

- (4) a motion containing several different or distinct recommendations is not out of order for that reason alone.

#### Debating Motions and Closing Debate

- 127 After a motion has been moved by a Member, each Member is provided an opportunity to speak on the motion before it is voted on unless a motion is passed to end or limit debate on the motion.
- 128 Unless a resolution is passed to extend the time limit of debate, no Member may speak on a motion, including asking questions and debate but excluding any responses to those questions or debate, for longer than:
  - (1) five minutes on a main motion;
  - (2) three minutes on an amendment to a motion; or
  - (3) three minutes for closing debate on a motion or an amended to a motion.
- 129 Members cannot interrupt while another Member is speaking except when a Member:
  - (1) has exceeded their time limit to speak;
  - (2) raises a Point of Privilege;
  - (3) raises a Point of Order; or
  - (4) challenges a ruling of the Chair.
- 130 While a motion is being debated and considered, no other motion may be made except for the following:
  - (1) Amend the motion;
  - (2) Amend the amendment to the motion;
  - (3) Refer the main motion;
  - (4) Table the main motion;
  - (5) Call the question;
  - (6) Move a motion which has privilege, that is:
    - (a) A motion to recess;
    - (b) A motion to adjourn;
    - (c) A motion to set time for adjournment;
    - (d) A point of privilege;

- (7) Motion to limit or extend debate.
- 131 Before debate is closed and the vote on a motion is called, and without interrupting a speaker, a Member may request that the motion be read aloud, displayed at any time during debate, or ask clarifying questions that:
- (1) relate directly to the debate on the motion;
  - (2) contain no argument; and
  - (3) introduce no new material.
- 132 The Member who moved a motion may close debate on the motion after all other Members have been provided an opportunity to speak on the motion.
- 133 After the Member has closed debate on the motion, the Chair immediately calls for a vote on the motion. After the vote on the motion has been called, no Member may debate or speak on the motion further except to request that the motion be read aloud or displayed.

#### Specific Motion Provisions

##### *Privileged Motions*

- 134 The following motions are considered privileged motions:
- (1) a motion to recess;
  - (2) a motion to adjourn;
  - (3) a motion to set a time for adjournment; and
  - (4) a point of privilege.

##### *Motion to Recess*

- 135 The Chair may recess the meeting for a specific period of time and call the meeting back to order without requiring a motion.
- 136 A Member may move that the meeting be recessed for a specific period of time. After the meeting is called back to order, business is resumed at the point where it was interrupted.

##### *Motion to Adjourn*

- 137 A Member may move to adjourn the meeting at any time, except when:
- (1) a Member has the floor or is speaking on a motion;
  - (2) a vote has been called on a motion;
  - (3) a vote on a motion is being conducted;
  - (4) the Meeting is in a Closed Session; or

- (5) a previous motion to adjourn has been defeated and no other intermediate business or proceeding has occurred since the motion to adjourn was defeated.

138 Motions to adjourn are non-debatable and are voted on without comment or amendment.

*Motion to Limit or End Debate*

139 A Member may move to limit or end debate on a motion. Motions to limit or end debate:

- (1) are not debatable;
- (2) must be passed by Resolution; and
- (3) may only be amended as to the limit to be placed on debate.

140 A Motion to limit or end debate takes precedence, but does not have privilege, over other motions except for a motion to table or a motion with privilege.

*Motion to Refer*

141 A Member may move to refer any matter or motion to Administration, a Committee, or other body for further investigation, consideration, and report. A motion to refer:

- (1) is debatable;
- (2) precludes all further amendments to a motion;
- (3) may only be amended as to what body the motion is to be referred or any instructions or direction included in the referral.

*Motion to Receive as Information*

142 A Member may move to receive an item, matter, report, presentation, recommendation, or other thing as information.

143 A motion to receive as information is made as acknowledgement and to retain the item, matter, report, presentation, recommendation, or other thing in the corporate record without taking additional action.

*Motion Arising*

144 A Member may move an arising motion only if:

- (1) the motion arising is directly related to a matter or motion that has just been considered; and
- (2) the motion arising is moved before another matter or motion is brought forward.

*Motion to Table*

- 145 A Member may move to table a matter or motion and all pending amendments to the motion either temporarily or indefinitely (*sine die*) with the intention of bringing the matter or motion back for consideration at a later date or time. A motion to table:
- (1) must include either a set date or time or be made *sine die* (without a set date or time);
  - (2) is only debatable with respect to the date or time;
  - (3) takes precedence over other motions related to the matter or motion being tabled; and
  - (4) cannot be amended.
- 146 A matter or motion that has been tabled to a set date must not be considered before the date or time indicated in the motion to table except by Resolution.

*Motion to Lift from the Table*

- 147 A matter or motion that has been tabled is brought back exactly as they were when they were laid on the table, including all related motions and amendments.
- 148 If the motion to table included a set date for return, the matter or motion is added to the Meeting Agenda on that date without the requirement for a motion to lift from the table.
- 149 If the motion to table included a set time for return later in the same meeting or was made *sine die*, the matter or motion must be lifted from the table by resolution before consideration of the tabled matter or motion begins. A motion to lift from the table:
- (1) may only be made when no other motion is on the floor;
  - (2) cannot be debated or amended;
  - (3) may be made at a Regular Meeting but not at a Special Meeting, unless notice of the tabled matter or motion was provided in the notice of the Special Meeting.
- 150 If a motion to lift from the table is defeated, a subsequent motion to lift from the table may only be made again after other business is considered.
- 151 When a matter or motion that was tabled *sine die* is brought back to a future Meeting, it must be accompanied by a new report from Administration containing a recommendation to lift the matter or motion from the table.
- 152 Except for matters or motions tabled *sine die*, if a tabled matter or motion is not lifted from the table within one year, or is not lifted from the table before the next Election, it cannot be lifted from the table and may only be made as a new motion.

*Motion to Reconsider*

- 153 A Member may move to reconsider a motion previously passed or defeated provided that:

- (1) the motion to reconsider is made at the same meeting that the original motion was made; and
  - (2) the motion to reconsider is moved by a Member who voted on the prevailing side of the original motion; or
  - (3) a Notice of Motion is submitted, prior to the Meeting at which it is to be considered, in which a Member sets out what special or exceptional circumstances warrant reconsideration of the original motion; and
  - (4) the original motion has not already been acted upon.
- 154 The requirement for a Notice of Motion for a motion to reconsider may be waived by Special Resolution.
- 155 A motion to reconsider is debatable only if the motion to be reconsidered is debatable.
- 156 A motion cannot be reconsidered if:
- (1) six months has passed since the original motion was considered; or
  - (2) an Election was held since the original motion was considered.
- 157 The following motions cannot be reconsidered:
- (1) a motion which created a contractual liability or obligation cannot be reconsidered, altered, varied, revoked, rescinded, or replaced except to the extent that it does not attempt to void or interfere with the liability or obligation;
  - (2) a motion to adjourn, to set a time for adjournment, or to recess;
  - (3) a motion to close nominations for an appointment;
  - (4) a request to sever a motion containing multiple recommendations, proposals, or actions;
  - (5) a Point of Order, Point of Privilege, or Point of Information;
  - (6) a motion to suspend a rule or rules contained in this Bylaw;
  - (7) a motion to table or to lift from the table;
  - (8) a motion to adopt the Agenda;
  - (9) permission to withdraw a motion;
  - (10) a motion to rescind a reading of a bylaw;
  - (11) a motion to provide first or third reading of a bylaw; and
  - (12) a motion to reconsider a motion.

*Motion to Rescind*

- 158 A Member may move to rescind a motion previously passed. If passed, the motion to rescind renders the original motion null and void.
- 159 A Member must submit a Notice of Motion to rescind a motion if that motion was considered at a previous Meeting and the same matter is not included on the Agenda.
- 160 A motion to rescind does not undo any actions that have been taken as a result of the original motion being passed.
- 161 A motion to rescind is debatable only on the merits of the original motion that is proposed to be rescinded.

*Motion to Move into a Closed Session*

- 162 A Member may move a motion to move into a Closed Session. A motion to move into a Closed Session must be in accordance with the provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

**Public Hearings**General Public Hearing Provisions

- 163 Public Hearings are held when required by the *Municipal Government Act* or any other legislation or when Council directs that a matter be considered through a Public Hearing.
- 164 Public Hearings are held at Regular or Special Council Meetings.
- 165 When a Public Hearing is required to be held on a proposed bylaw or resolution, the Public Hearing will be held after first reading and prior to second reading of the proposed bylaw or prior to a vote on the proposed resolution.
- 166 Public Hearings are advertised in accordance with the *Municipal Government Act* and any applicable Rocky View County bylaws, policies, and procedures.

Written Submissions, Audio/Video Submissions, and Verbal Presentations<sup>16</sup>

- 167 Public Hearing advertisements must include an outline of the process for providing written submissions and audio/video submissions and must provide a deadline for submitting written submissions to be included in the Agenda and provided to Council as part of the Public Hearing.
- 168 In order to be included in the Agenda and provided to Council as part of a Public Hearing, written submissions must be received prior to the advertised submission deadline and include the following:
- (1) the name and legal or municipal address of the signatories; and

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<sup>16</sup> Bylaw C-8216-2021 – Sections 167 and 169



- (2) how each signatory is affected by the subject matter of the Public Hearing.
- 169 Written submissions received after the advertised submission deadline will be accepted by Rocky View County and may be provided to Council as part of the Public Hearing, if approved through a resolution of Council.
- 170 Written or audio/visual submissions containing the following will not be accepted by Rocky View County or provided to Council as part of the Public Hearing:
- (1) personal attacks or derogatory or defamatory statements; or
  - (2) statements that promote discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with provisions of the *Human Rights Act*.
- 171 An individual or group may provide a verbal presentation to Council at a Public Hearing which may include a written component as part of the presentation.

#### Group Submissions and Presentations<sup>17</sup>

- 172 A group may provide a written submission, audio/video submission or verbal presentation to Council as part of a Public Hearing in accordance with the following provisions:
- (1) the group submission or presentation is signed by three or more persons who claim to be affected by the subject matter of the Public Hearing who have agreed to put forward a common interest or concern on that subject matter;
  - (2) if a group wishes to provide a verbal presentation to Council at a Public Hearing, the group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the group; and
  - (3) if a written submission is received from a group and the group also wishes to provide a verbal presentation at a Public Hearing, Council will only hear from the designated spokesperson of the group and will only hear new information not already contained in the group's written submission.

#### Presenting at a Public Hearing<sup>18</sup>

- 173 Individuals or groups who wish to present in-person at a Public Hearing should register on the designated sign-in sheet as either in support or in opposition of the proposed bylaw, resolution, or other thing subject to the Public Hearing.
- 174 When addressing Council at a Public Hearing in person or via audio/video submission, the person present must state:
- (1) their name and legal or municipal address;

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<sup>17</sup> Bylaw C-8216-2021

<sup>18</sup> Bylaw C-8216-2021 – Sections 173 and 174

- (2) an indication as to whether they are speaking on their own behalf, on behalf of another person, or on behalf of a group;
  - (3) an indication as to whether they are speaking in support or in opposition to the proposed bylaw, resolution, or other thing subject to the Public Hearing;
  - (4) how they are affected by the proposed bylaw, resolution, or other thing subject to the Public Hearing; and must
  - (5) address the Chair when responding to questions or providing information.
- 175 An individual may authorize another individual to present on their behalf if such authorization is provided in writing and proof of such can be provided at the Public Hearing.
- 176 An individual or group may present only once at a Public Hearing.
- 177 Presentations may include electronic components such as photos, videos, maps, PowerPoint presentations, written presentations. All presentation materials used at a Public Hearing form part of the public record and will be collected by Rocky View County and provided to the public upon request.

#### Public Hearing Procedures

- 178 The Chair calls for a motion to open the Public Hearing and notes the time that the Public Hearing is opened.
- 179 The Chair reminds any individual or group that wishes to present at the Public Hearing to register on the designated sign-in sheet either in support or in opposition of the proposed bylaw, resolution, or other thing subject to the Public Hearing.
- 180 The Chair announces that the Public Hearing is being recorded and live-streamed and will be available to view by the public.
- 181 The Chair announces that the use of audio or video recording devices and cameras by the public or press is prohibited.
- 182 The Chair provides an outline of the Public Hearing process and procedures in the following sequence:
- (1) Staff report from Administration;
  - (2) Presentation from the applicant;
  - (3) Presentations from the public in support of the proposal;
  - (4) Presentations from the public in opposition of the proposal;
  - (5) Rebuttal presentation from the applicant limited only to the comments received or heard in opposition; and
  - (6) Final questions of Administration.

- 183 The Chair calls for the staff report from Administration to introduce the proposed bylaw, resolution, or other thing subject to the Public Hearing.
- (1) Questions of clarification from Members to Administration are permitted by the Chair during this portion of the Public Hearing.
- 184 Following the staff report from Administration, the Chair calls for the applicant to present their application.
- (1) Presentations from the applicant are limited to a maximum of 20 minutes unless Council passes a motion to extend the presentation time limit.
- (2) Questions of clarification from Members to the applicant are permitted by the Chair during this portion of the Public Hearing.
- 185 Following the presentation from the applicant, the Chair calls for presentations from the public, either in support or in opposition to the proposed bylaw, resolution, or other thing subject to the Public Hearing.<sup>19</sup>
- (1) Presentations including audio/video submissions from individuals, whether in support or opposition, are limited to a maximum of five minutes, unless a motion is passed by Council to extend the presentation time limit.
- (2) Presentations including audio/video submissions from groups, whether in support or opposition, are limited to a maximum of 5 minutes, unless a motion is passed by Council to extend the presentation time limit.
- (3) Public presentations begin with those in support and the Chair calls for any audio/video submissions to be played. After any audio/video submissions have been played, the Chair calls upon the individuals or groups that have registered to present in support on the designated sign-in sheet in the order that they appear on the list.
- (4) After every individual or group that registered to present in support is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in support and provides them an opportunity to present.
- (5) After the public presentations in support have concluded, the Chair calls for any audio/video submissions to be played in opposition. After any audio/video submissions have been played, the Chair calls upon the individuals or groups that have registered to present in opposition on the designated sign-in sheet in the order that they appear on the list.
- (6) After every individual or group that registered to present in opposition is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in opposition and provides them an opportunity to present.
- (7) Questions of clarification from Members to the public presenters, whether in support or opposition, are only permitted by the Chair during this portion of the Public Hearing.

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<sup>19</sup> Bylaw C-8216-2021 – Subsections 1, 2, 3 and 5

- 186 Following the public presentation in support and in opposition, the Chair invites the applicant to provide a rebuttal to any points raised in opposition to their application either in a written submission or presentation provided at the Public Hearing.
- (1) The rebuttal by the applicant is limited to a maximum of 10 minutes, unless a motion is passed by Council to extend the presentation time limit.
  - (2) The Chair allows questions of clarification from Members to the applicant during this portion of the Public Hearing only in regards to the information provided by the applicant during their rebuttal.
- 187 Following the rebuttal from the applicant, the Chair allows for any final questions from Members to Administration.
- 188 The Chair calls for a motion to close the Public Hearing and notes the time that the Public Hearing is closed. The Public Hearing must be closed before Council votes on the proposed bylaw, resolution, or other thing subject to the Public Hearing.
- 189 Pursuant to the *Municipal Government Act*, Members who are absent for the whole Public Hearing must abstain from voting on the matter. Members who are absent for part of the Public Hearing may abstain from voting on the matter.
- (1) If the number of Members present at the Meeting is less than Quorum after those Members have abstained from voting, the debate and vote is postponed until the next Regular Council Meeting.

## Bylaws

### Bylaw Requirements and Introducing Bylaws

- 190 Proposed bylaws must:
- (1) be assigned a unique bylaw number and provide a concise title indicating the general purpose of the bylaw;
  - (2) be given or have had the opportunity to review the full text of the proposed bylaw before considering a motion for first reading of the bylaw;
  - (3) if amended, be presented as amended in its entirety to all Members present at the meeting prior to consideration of subsequent readings of the bylaw;
  - (4) amendments to a bylaw may only be made prior to consideration of third reading of the bylaw;
  - (5) pursuant to the *Municipal Government Act*, be provided three separate and distinct readings and not be provided more than two readings at one Meeting unless the Members present unanimously pass a motion to authorize third reading at that Meeting; and
  - (6) any bylaw that fails to receive unanimous authorization for third reading will be included on the Agenda of the next Regular Council Meeting, or on the agenda of a Special Council Meeting, for consideration of third reading.

- 191 For bylaws that do not require a statutory Public Hearing, Administration will provide an introduction to the proposed bylaw prior to consideration of first reading of the bylaw.

#### Bylaws Requiring a Statutory Public Hearing<sup>20</sup>

- 192 For bylaws that require a statutory Public Hearing, Administration will provide an introduction to the proposed bylaw prior to consideration of first reading of the bylaw and prior to the Public Hearing for the proposed bylaw.
- 193 First reading of a bylaw is without amendment or debate.
- 194 Any proposed amendments to a bylaw must be made in the form of a motion and be put to a vote. Amendments passed are incorporated into the bylaw at second and third readings of the bylaw.
- 195 After all proposed amendments have been voted on and either passed or defeated, the Chair calls for a vote on second and third reading of the bylaw or second and third reading of the bylaw as amended, if applicable.
- 196 Once a bylaw receives first reading, Administration establishes a date and time to hold the Public Hearing on the bylaw. The Public Hearing must be held before consideration of second reading of the bylaw.
- 197 If a bylaw does not receive first reading, the bylaw does not proceed to a Public Hearing and is considered defeated.

#### Bylaw Consolidations

- 198 The Chief Administrative Officer is authorized to prepare consolidations of bylaws as required from time to time pursuant to the *Municipal Government Act*.

#### **Severability**

- 199 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 will remain valid and enforceable.

#### **Transitional**

- 200 Bylaw C-7295-2013, being the *Procedure Bylaw*, and all amendments thereto are repealed upon this Bylaw passing and coming into full force and effect.
- 201 Bylaw C-7907-2019, being the *Procedure Bylaw*, is passed when it receives third reading and is signed in accordance with the *Municipal Government Act*.
- 202 Bylaw C-7907-2019, being the *Procedure Bylaw*, comes into full force and effect on September 1, 2019.

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<sup>20</sup> Sections 193, 194 and 195 amended with Bylaw C-8071-2020

READ A FIRST TIME IN COUNCIL this	23 <sup>rd</sup> day of July, 2019
READ A SECOND TIME IN COUNCIL this	23 <sup>rd</sup> day of July, 2019
<i>UNANIMOUS PERMISSION FOR THIRD READING this</i>	23 <sup>rd</sup> day of July, 2019
READ A THIRD TIME IN COUNCIL this	23 <sup>rd</sup> day of July, 2019

"Greg Boehlke"

---

Mayor

"Charlotte Satink"

---

CAO or Designate

August 30, 2019

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Date Bylaw Signed

**Bylaw C-7907-2019****Schedule 'A' – Definitions**

- 1     **"Administration"** means the operations and staff under the direction of the Chief Administrative Officer.
- 2     **"Agenda"** means the list of items and orders of business for a Meeting along with their associated reports, attachments, appendices, and other materials.
- 3     **"Bylaw"** means a Bylaw of Rocky View County.
- 4     **"Chair"** means the person with the authority to preside over a Meeting and direct the proceedings and conduct of that Meeting.
- 5     **"Clear Majority"** means more than half of the votes of the Members present at the meeting who are not required or permitted to abstain from voting. For example, if 9 votes are cast, the Clear Majority (more than 4.5) is 5.
- 6     **"Closed Session"** means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, or as allowed under any other enactment.
- 7     **"Code of Conduct Bylaw"** means, as the context requires, either Rocky View County Bylaw C-7768-2018, being the *Council Code of Conduct*, or Rocky View County Bylaw C-7855-2018, being the *Board and Committee Code of Conduct Bylaw*, as amended or replaced from time to time.
- 8     **"Committee"** means a Committee, Board, or other body of Rocky View County established by Council and with Members appointed by Council.
- 9     **"Council"** means the duly elected Council of Rocky View County and includes the Mayor, Deputy Mayor, and all Councillors.<sup>21</sup>
- 10    **"Councillor"** means a duly elected member of Council and includes the Mayor, Deputy Mayor, and all Councillors.<sup>22</sup>
- 11    **"County"** means Rocky View County.
- 12    **"Chief Administrative Officer"** means the Chief Administrative Officer of Rocky View County pursuant to the *Municipal Government Act* or their authorized delegate.
- 13    **"Deputy Mayor"** means the deputy chief elected official appointed under section 152 of the *Municipal Government Act*.<sup>23</sup>

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<sup>21</sup> Bylaw C-8213-2021

<sup>22</sup> Bylaw C-8213-2021

<sup>23</sup> Bylaw C-8213-2021



- 14 **"Election"** means a General Election as defined and held pursuant to the *Local Authorities Election Act*, RSA 2000, c E-21, as amended or replaced from time to time, and does not include a by-election or a vote on a bylaw or question.
- 15 **"Emergent Business"** means a time-sensitive matter that requires immediate and urgent consideration by Council or a Committee.
- 16 **"Freedom of Information and Protection of Privacy Act"** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 as amended or replaced from time to time.
- 17 **"Group"** means three or more persons with a common interest in a matter before Council or a Committee, one of whom is designated as the spokesperson for the group and is solely responsible for presenting on behalf of the group.
- 18 **"Majority"** means more than half of the Members present.
- 19 **"Mayor"** means the person elected or appointed as chief elected official under section 150 of the *Municipal Government Act*.<sup>24</sup>
- 20 **"Meeting"** means an Organizational, Regular, or Special Meeting of Council or a Committee.
- 21 **"Member"** means either:
- (1) a Councillor; or
  - (2) a person appointed by Council to a Committee.
- 22 **"Minutes"** means the written record of the proceedings and decisions of a Meeting.
- 23 **"Motion"** means a proposal for action by Council or a Committee.
- 24 **"Municipal Government Act"** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.
- 25 **"Organizational Meeting"** is an Organizational Meeting of Council held pursuant to the *Municipal Government Act*.
- 26 **"Pecuniary Interest"** means a pecuniary interest as contemplated in the *Municipal Government Act* or Rocky View County Bylaw C-7855-2018, being the *Board and Committee Code of Conduct Bylaw*, as amended or replaced from time to time.
- 27 **"Point of Information"** means a request raised by a Member directed through the Chair to another Member or to Administration for information relevant to the business at hand but not related to a Point of Order.

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<sup>24</sup> Bylaw C-8213-2021

- 28 **“Point of Order”** means a question or concern raised by a Member directed to the Chair to call attention to any departure from the Procedure Bylaw or to obtain information on a matter of procedure bearing on the business at hand in order to assist a Member to make an appropriate motion or to understand the parliamentary situation or the effect of a motion. When raising a Point of Order, the Member must verbally state what the departure from the Procedure Bylaw is.
- 29 **“Point of Privilege”** means a matter that is not related to the pending business and has to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. It affects Council or Committee collectively or the conduct of individual Members and includes, but is not limited to, the following:
- (1) The comfort of Members;
  - (2) The conduct of Members;
  - (3) The conduct of Administration;
  - (4) The conduct of members of the public in attendance at the meeting; or
  - (5) The reputation of members or of Council or a Committee as a whole.
- 30 **“Public Hearing”** means a Public Hearing held pursuant to the *Municipal Government Act* or any other legislation, whether statutory or non-statutory.
- 31 **“Quorum”** is the minimum number of members who must be present at a Meeting to conduct business and is the Majority of Members. For example, Quorum for Council is five Members.
- 32 **“Regular Meeting”** is a Regular Meeting of Council held pursuant to the *Municipal Government Act* or a Regular Meeting of a Committee held pursuant to Rocky View County Bylaw C-7840-2018, being the *Boards and Committees Bylaw*, as amended or replaced from time to time.
- 33 **“Resolution”** is a declaration of Council or a Committee's intention with respect to a particular matter at a specific time.
- 34 **“Special Meeting”** is a Special Meeting of Council held pursuant to the *Municipal Government Act* or a Special Meeting of a Committee held pursuant to Rocky View County Bylaw C-7840-2018, being the *Boards and Committees Bylaw*, as amended or replaced from time to time.
- 35 **“Special Resolution”** means a Resolution requiring at least two-thirds of the Members present at the Meeting who are not required or allowed by statute to abstain from voting on the Motion to vote in the affirmative. For example, if 9 votes are cast, a Special Resolution requires 6 votes.
- 36 **“Stand at Ease”** means a brief pause called by the Chair of a Meeting without a declaration of a recess and Members must remain in their places.

- 37     **“Terms of Reference”** means a Terms of Reference or bylaw approved by Council that establishes the functions, procedures, membership, and other governance characteristics of a Board or Committee.
- 38     **“Unfinished Business”** is business that has been raised at the same or a previous Meeting and that has not been completed.

## PLANNING

<b>TO:</b>	Council	
<b>DATE:</b>	June 28, 2022	<b>DIVISION:</b> 3
<b>FILE:</b>	07923023	<b>APPLICATION:</b> PL20210146
<b>SUBJECT:</b>	First Reading Bylaw – Agricultural Redesignation	

**PROPOSED BYLAW:** To redesignate the subject land from Agricultural, General District (A-GEN) to Agricultural, Small Parcel District (A-SMLp8.1) to facilitate the creation of a 8.1 hectare (20 acre) new lot and a 8.1 hectare (20 acre) agricultural remainder.

**GENERAL LOCATION:** Located approximately 1.6 kilometers (1 mile) south of Township Road 274 and on the east side of Grand Valley Road.

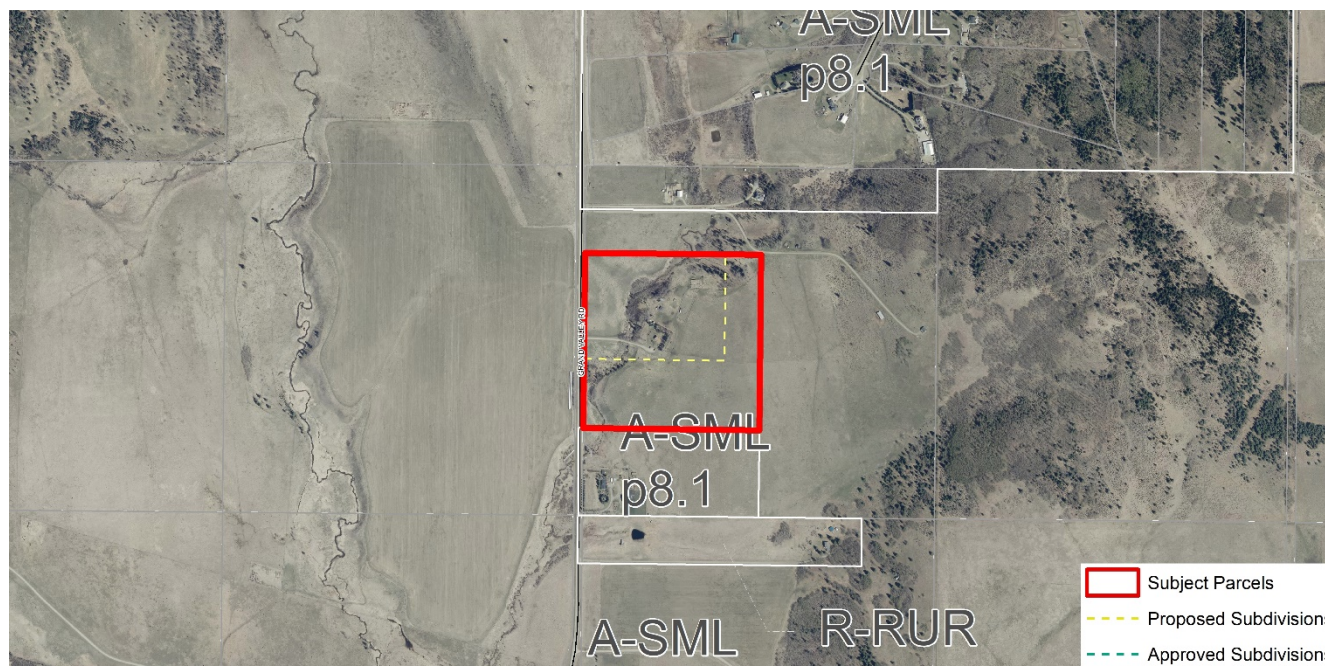
**POLICY DIRECTION:** The Municipal Development Plan (County Plan) and the Land Use Bylaw as amended.

**OPTIONS:**

Option #1: THAT Bylaw C-8305-2022 be given first reading.

Option #2: THAT application PL20210146 be denied.

**AIR PHOTO & DEVELOPMENT CONTEXT:**



**Administration Resources**

Sangeeta Vishwakarma, Planning and Development Services



Respectfully submitted,

“Brock Beach”

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Acting Executive Director  
Community Development Services

Concurrence,

“Dorian Wandzura”

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Chief Administrative Officer

SV/rp

**ATTACHMENTS:**

ATTACHMENT ‘A’: Bylaw C-8305-2022 & Schedule A  
ATTACHMENT ‘B’: Map Set



ROCKY VIEW COUNTY

# BYLAW C-8305-2022

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-8305-2022*.

## Definitions

- 2 Words in this Bylaw have the same meaning as those set out in the *Land Use Bylaw* and *Municipal Government Act* except for the definitions provided below:
- (1) **“Council”** means the duly elected Council of Rocky View County;
  - (2) **“Land Use Bylaw”** means Rocky View County Bylaw C-8000-2020, being the *Land Use Bylaw*, as amended or replaced from time to time;
  - (3) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time; and
  - (4) **“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 Schedule B, Land Use Maps, of Bylaw C-8000-2020 be amended to redesignate a portion of SW-23-27-5-5 from Agricultural, General to Agricultural, Small Parcel District p8.1 as shown on the attached Schedule 'A' forming part of this Bylaw.
- 4 THAT a portion of SW-23-27-5-5 is hereby redesignated to Agricultural, Small Parcel District p8.1 as shown on the attached Schedule "A" forming part of this Bylaw.

## Effective Date

- 5 Bylaw C-8305-2022 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

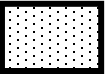
READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

PUBLIC HEARING HELD this \_\_\_\_\_ day of \_\_\_\_\_, 2022

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

READ A THIRD AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Mayor\_\_\_\_\_  
Chief Administrative Officer\_\_\_\_\_  
Date Bylaw Signed

**Schedule 'A'**
**Bylaw**  
**C-8305-2022**
**Amendment****FROM**
 Agricultural, General  
 (A-GEN)
**TO**
 Agricultural, Small  
 Parcel District (A-  
 SMLp8.1)

GRAND VALLEY RD



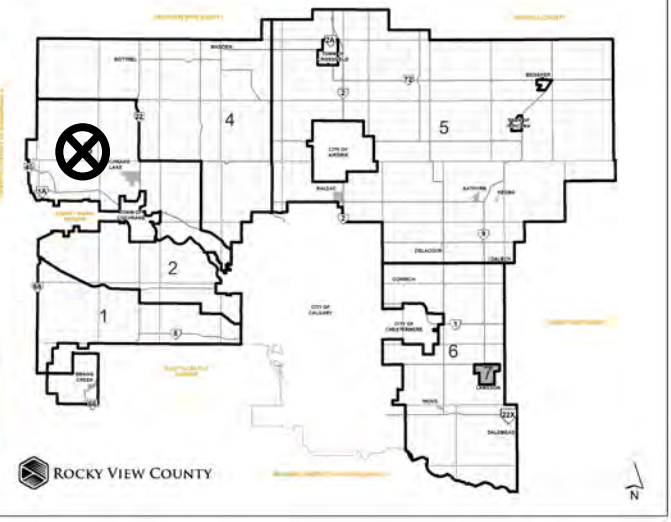




## Location & Context

### Redesignation Proposal

To redesignate the subject land from Agricultural, General District (A-GEN) to Agricultural, Small Parcel District (A-SMLp8.1) to facilitate the creation of a  $\pm 8.1$  hectare ( $\pm 20$  acre) new lot and a  $\pm 8.1$  hectare ( $\pm 20$  acre) agricultural remainder.







## Development Proposal

### Redesignation Proposal

To redesignate the subject land from Agricultural, General District (A-GEN) to Agricultural, Small Parcel District (A-SMLp8.1) to facilitate the creation of a  $\pm 8.1$  hectare ( $\pm 20$  acre) new lot and a  $\pm 8.1$  hectare ( $\pm 20$  acre) agricultural remainder.

GRAND VALLEY RD

Lot 2  
8.1 hectare  
(20.0 acre)

Lot 1  
8.1 hectare  
(20.0 acre)







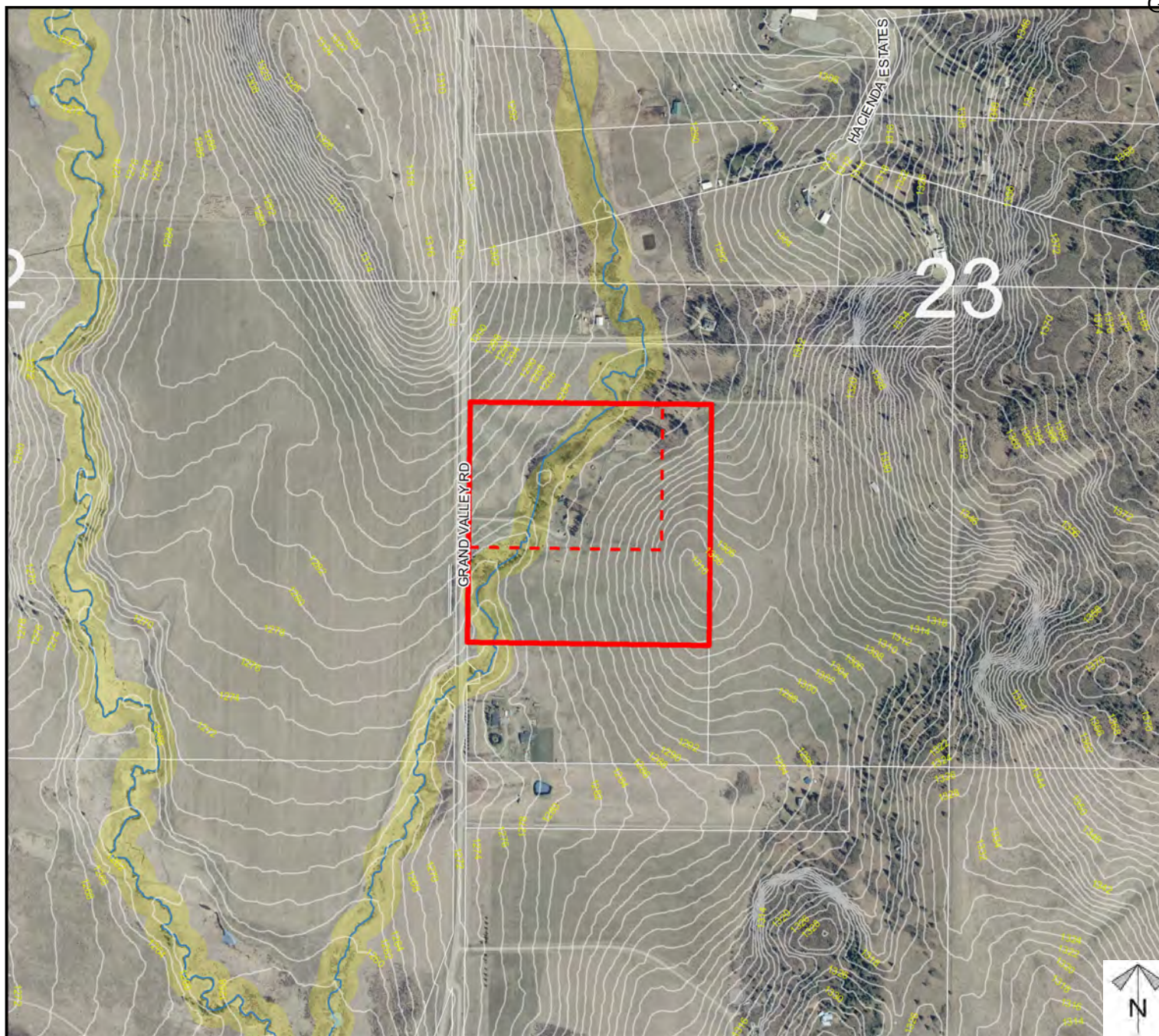
## Environmental

### Redesignation Proposal

To redesignate the subject land from Agricultural, General District (A-GEN) to Agricultural, Small Parcel District (A-SMLp8.1) to facilitate the creation of a  $\pm 8.1$  hectare ( $\pm 20$  acre) new lot and a  $\pm 8.1$  hectare ( $\pm 20$  acre) agricultural remainder.

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

Division: 3  
 Roll: 07923023  
 File: PL20210146  
 Printed: May 16, 2022  
 Legal: A portion of SW-23-  
 24-1570 of 192



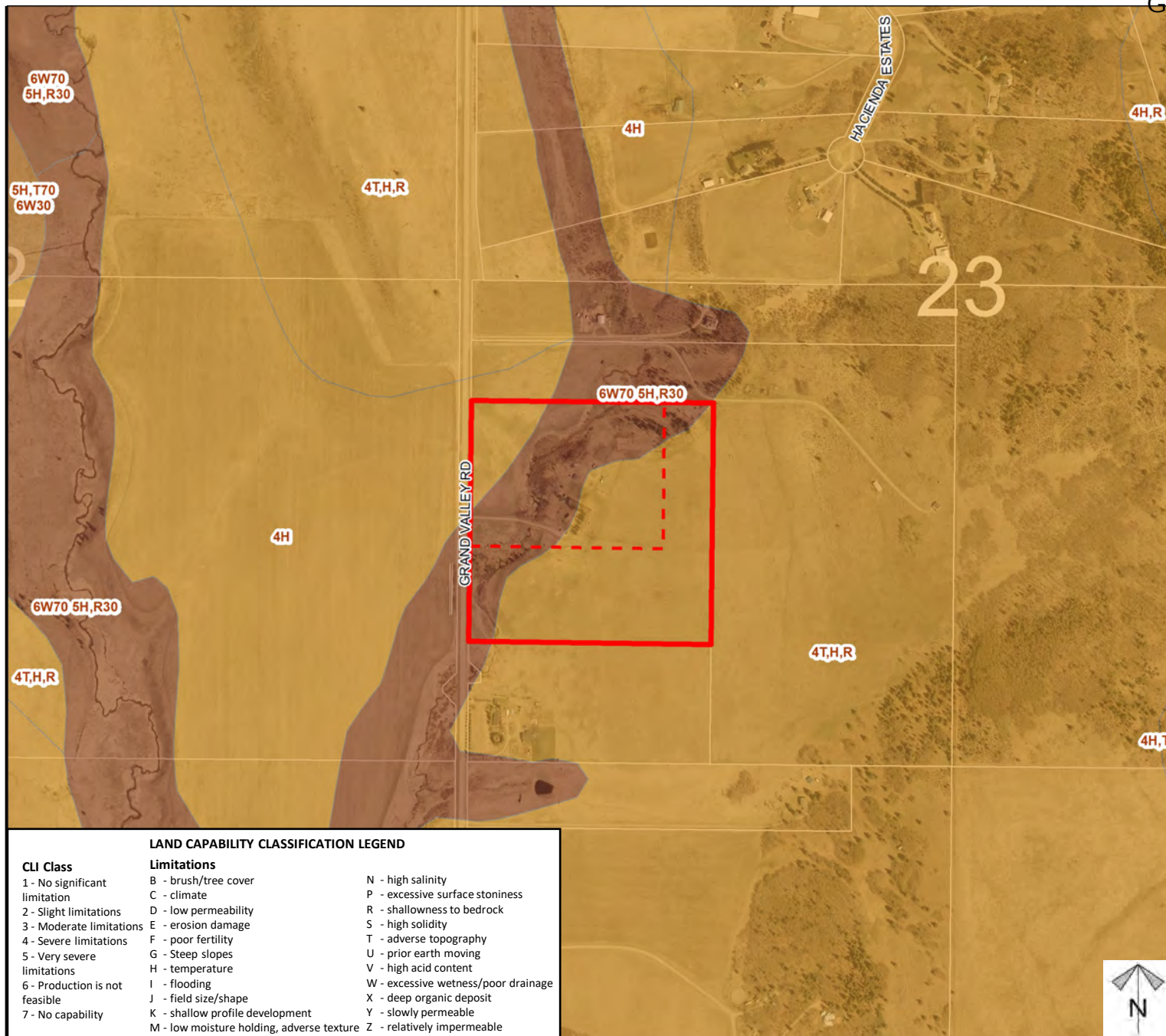




## Soil Classifications

### Redesignation Proposal

To redesignate the subject land from Agricultural, General District (A-GEN) to Agricultural, Small Parcel District (A-SMLp8.1) to facilitate the creation of a  $\pm 8.1$  hectare ( $\pm 20$  acre) new lot and a  $\pm 8.1$  hectare ( $\pm 20$  acre) agricultural 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

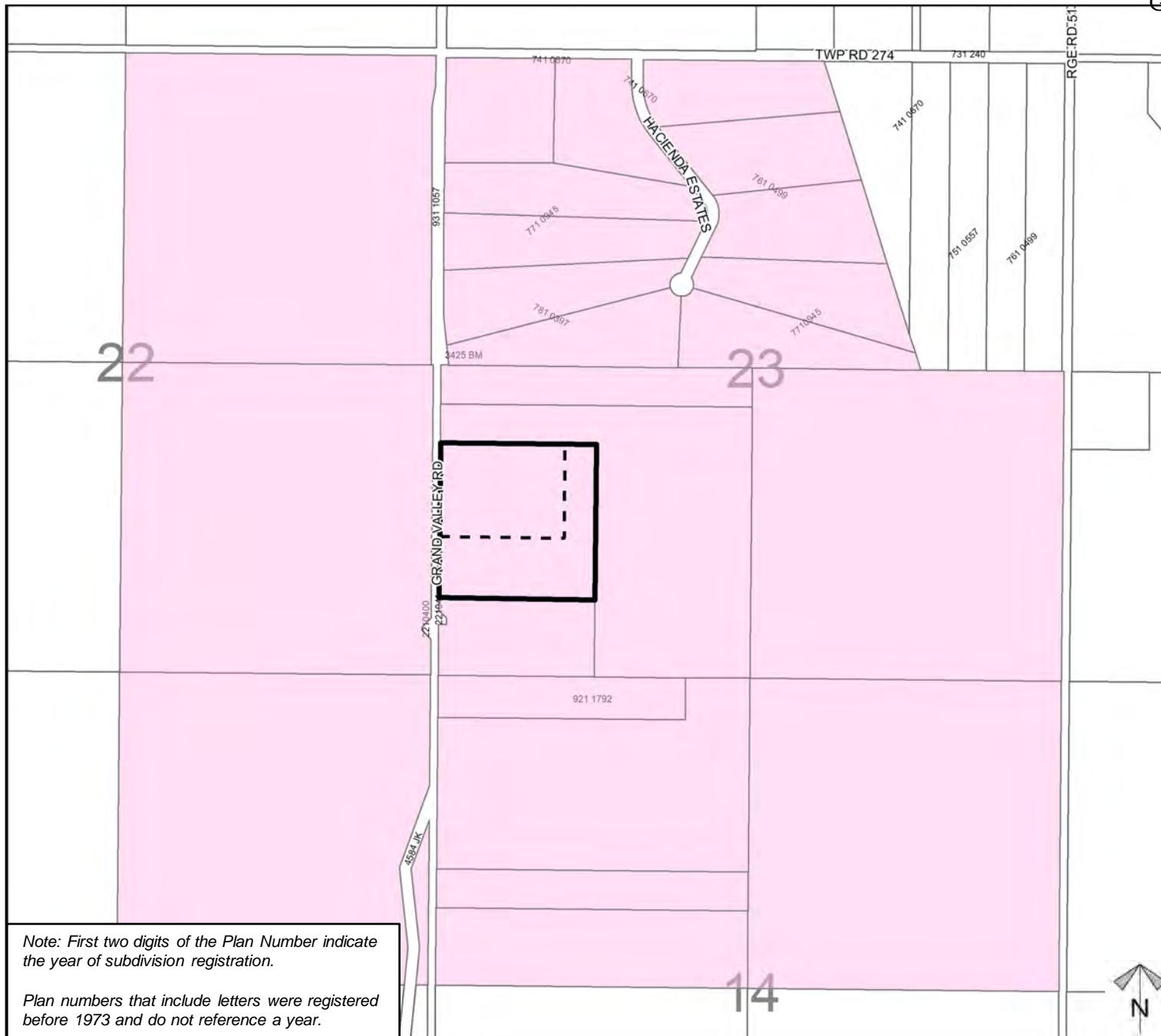
- B - brush/tree cover
- C - climate
- D - low permeability
- E - erosion damage
- F - poor fertility
- G - Steep slopes
- H - temperature
- I - flooding
- J - field size/shape
- K - shallow profile development
- M - low moisture holding, adverse texture
- N - high salinity
- P - excessive surface stoniness
- 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

## Redesignation Proposal

### Legend



Division: 3  
Roll: 07923023  
File: PL20210146  
Printed: May 16, 2022  
Legal: A portion of SW-23-  
204-152 of 192



## Schedule 'A'

### Bylaw C-7979-2020

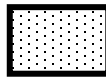
#### Amendment

#### FROM

Ranch and Farm  
District

#### TO

Residential Two  
District

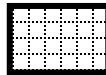


#### FROM

Ranch and Farm  
District

#### TO

Residential One  
District



GRAND VALLEY RD



## PLANNING

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<b>TO:</b>	Subdivision Authority	<b>DIVISION:</b> 3
<b>DATE:</b>	June 28, 2022	<b>APPLICATION:</b> PL20210108
<b>FILE:</b>	07936001	
<b>SUBJECT:</b>	Agricultural Subdivision - First Parcel Out	

---

**APPLICATION:** To create a  $\pm 8.30$  hectare ( $\pm 20.52$  acre) parcel with a  $\pm 55.57$  hectare ( $\pm 137.34$  acre) remainder.

**GENERAL LOCATION:** Located approximately 15.00 kilometres (9.30 miles) northwest of the town of Cochrane, southwest of the junction of Township Road 280 and Horse Creek Road.

**EXECUTIVE SUMMARY:** The application seeks to subdivide a first parcel out from a previously unsubdivided quarter section. There is an existing house and several accessory buildings located on the larger remainder parcel, with the proposed new parcel being undeveloped. An existing well site is in the process of being decommissioned. Council is the decision-making authority as a result of opposition to the application, in keeping with the Subdivision and Development Authority Bylaw (C-8275-2022) Section 5(2).

The application is consistent with the relevant criteria of County Plan Policy 8.17 relating to First Parcel Out proposals. The proposed lot size exceeds the minimum parcel size requirement of 1.6 hectares (3.95 acres) and so is compliant with the requirements of the County Plan and Land Use Bylaw.

Based on Administration's assessment, the application is recommended for approval.

**ADMINISTRATION RECOMMENDATION:** Administration recommends approval in accordance with Option #1.

**OPTIONS:**

- Option #1: THAT Subdivision Application PL20210108 be approved with the conditions noted in Attachment 'A'.
- Option #2: THAT Subdivision Application PL20210108 be refused.

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**Administration Resources**

Reynold Caskey, Planning & Development Services



**AIR PHOTO & DEVELOPMENT CONTEXT:**



**APPLICATION EVALUATION:**

The application was evaluated based on the technical reports submitted with the application and the applicable policies and regulations.

APPLICABLE POLICY AND REGULATIONS:	TECHNICAL REPORTS SUBMITTED:
<ul style="list-style-type: none"> <li>• <i>Municipal Government Act;</i></li> <li>• Subdivision and Development Regulations;</li> <li>• Municipal Development Plan;</li> <li>• Land Use Bylaw; and</li> <li>• County Servicing Standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Groundwater Supply Evaluation by Western Water Resources Inc., dated October 15, 2021</li> <li>• Level 1 PSTS &amp; Shallow Foundation Evaluation by Almor Testing Services Ltd., dated November 29, 2021</li> <li>• Water Well Drilling Report by Niemans Drilling &amp; Sons Ltd., dated October 3, 2021</li> </ul>

*County Plan*

The application was assessed based on the agricultural policies of the County Plan. Policy 8.17 of the Plan outlines the requirements for a first parcel out:

- 8.17 *A subdivision to create a first parcel out that is a minimum of 1.60 hectares (3.95 acres) in area should be supported if the proposed site:*
- meets the definition of a first parcel out;*
  - has direct access to a developed public roadway;*
  - has no physical constraints to subdivision;*
  - minimizes adverse impacts on agricultural operations by meeting agriculture location and agriculture boundary design guidelines; and*
  - the balance of the un-subdivided quarter section is maintained as an agricultural land use*



The application meets the definition of a subdivision of a single residential or agricultural parcel created from a previously un-subdivided quarter section. The parcel to be created and the remainder have access to a developed public roadway, there are no physical constraints to the subdivision, and it limits impacts on the agricultural operation of the remainder by allowing the continuation of agricultural use on those lands.

#### Additional Review Considerations

##### *Transportation*

The proposed parcel would gain access from Horse Creek Road from the existing approach, and the applicant would upgrade the approach to a paved standard.

A road access agreement was previously in place between Vermillion Resources, and the landowner for access to the well site on the lands; however, the well is being decommissioned and Vermillion will no longer need access. The access agreement has been dissolved and there will no longer be a need for access by Vermillion.

The proposed subdivision would result in a parcel size more than 3.00 hectares (7.41 acres), and therefore, the Transportation Off-site levy would be deferred at this time.

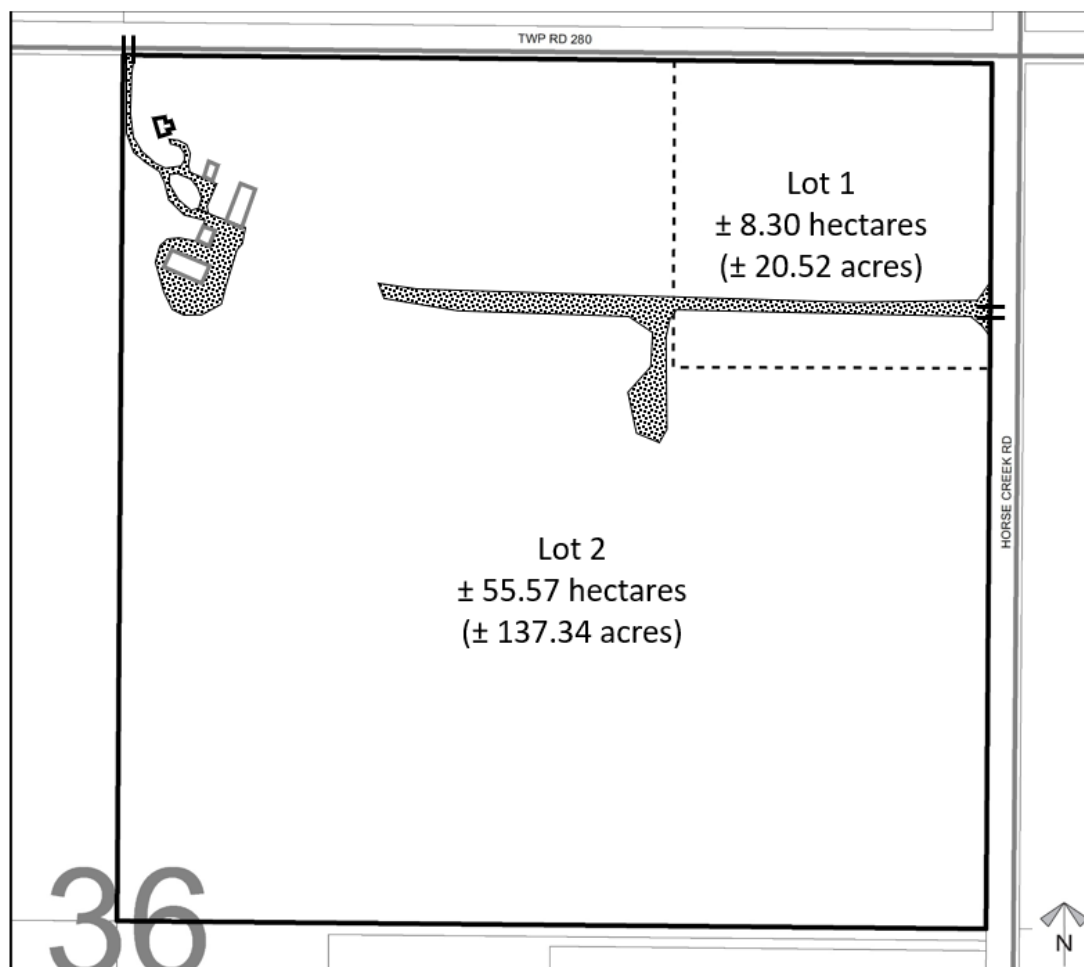
##### *Waste water/ Water supply*

The Owner is required to demonstrate adequate water servicing for parcels less than 30 acres in size with a well driller's report. The applicant submitted a Well Driller's report, sanitary servicing reports, and a Level 1 PSTS assessment in support of the application demonstrating adequate servicing.

##### *Stormwater and Environmental*





The construction of a new dwelling would not have a significant impact on stormwater management due to the size of the proposed lot. There are wetlands present on Lot 1; the applicant/owner would be responsible for obtaining all required Alberta Environment and Parks (AEP) approvals for any proposed development that would have a direct impact on any wetlands.

Vermillion Resources Inc. has a site on the property that is in the process of being shut down and reclaimed. The Applicant has provided documentation between the lessor and lessee demonstrating the process of removing the access to the site and the shutdown of future use.

*Tentative Plan***Tentative Plan**Subdivision Proposal

To create a ± 8.30 hectare  
(± 20.52 acre) parcel with a ±  
55.57 hectare (± 137.34  
acre) remainder.

Legend

Dwelling	
Building	
Existing Approach	
Driveway	

Surveyor's Notes:

1. Parcels must meet minimum size and setback requirements of Land Use Bylaw C-8000-2020.
2. Refer to Notice of Transmittal for approval conditions related to this Tentative Plan.

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**CONCLUSION:**

Subject to the proposed conditions of approval, the application is recommended for approval.

Respectfully submitted,

Concurrence,

“Brock Beach”

“Dorian Wandzura”

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Acting Executive Director  
Community Development Services

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Chief Administrative Officer

RC/rp

**ATTACHMENTS:**

ATTACHMENT ‘A’: Approval Conditions  
ATTACHMENT ‘B’: Application Information  
ATTACHMENT ‘C’: Map Set  
ATTACHMENT ‘D’: Public Submissions

**ATTACHMENT 'A': APPROVAL CONDITIONS**

- A. The application to create a  $\pm 8.30$  hectare ( $\pm 20.52$  acre) parcel with a  $\pm 56.40$  hectare ( $\pm 139.48$  acre) remainder at NE-36-27-05-W05M, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 and Section 14 of the Subdivision and Development Regulations, and having considered adjacent landowner submissions, is approved as per the Tentative Plan for the reasons listed below:
1. The application is consistent with the Statutory Policy;
  2. The subject lands hold the appropriate land use designation;
  3. The technical aspects of the subdivision proposal have been considered and are further addressed through the conditional approval requirements.
- B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the conditions will be met, in accordance with all County Policies, Standards, and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a qualified professional, licensed to practice in the province of Alberta within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Applicant/Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

**Survey Plans**

- 1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

**Transportation**

- 2) The Owner shall contact County Road Operations to construct a new paved approach on Horse Creek Road to provide access to Lot 1.

**Payments and Levies**

- 3) The Owner shall pay the County Subdivision Endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one (1) new lot.

**Taxes**

- 4) All taxes owing up to and including the year in which subdivision is to be registered are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

**D. SUBDIVISION AUTHORITY DIRECTION:**

- 1) Prior to final endorsement of the subdivision, the Planning Department is directed to present the Applicant/Owners with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw



## ATTACHMENT 'B': APPLICATION INFORMATION

<b>APPLICANT / OWNERS:</b> Robert & Marla Blackwell (Micheline Maes)	<b>DATE APPLICATION RECEIVED:</b> June 7, 2021
<b>GROSS AREA:</b> ± 63.91 hectares (±157.94 acres)	<b>LEGAL DESCRIPTION:</b> NE-36-27-05-W05M
<b>HISTORY:</b> None; unsubdivided quarter section.	
<b>PUBLIC &amp; AGENCY SUBMISSIONS:</b> <p>The application was circulated to 42 adjacent landowners. Two responses were received: one in favour and one in opposition. The responses have been included in Attachment 'D.'</p> <p>The application was also circulated to a number of internal and external agencies and, where appropriate, conditions of approval have been proposed based on these comments.</p>	
<b>RESERVE STATUS:</b> Municipal Reserves are not available under section 663 of the <i>Municipal Government Act</i> .	

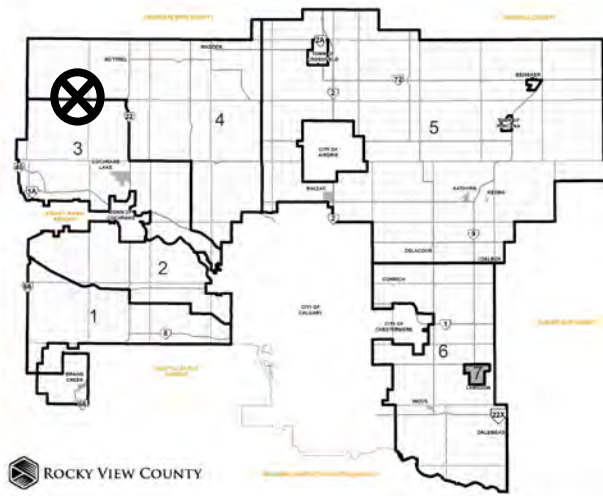




## Location & Context

### Subdivision Proposal

To create a  $\pm 8.30$  hectare ( $\pm 20.52$  acre) parcel with a  $\pm 55.57$  hectare ( $\pm 137.34$  acre) remainder.



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## Development Proposal

### Subdivision Proposal

To create a  $\pm 8.30$  hectare ( $\pm 20.52$  acre) parcel with a  $\pm 55.57$  hectare ( $\pm 137.34$  acre) remainder.



Lot 1  
 $\pm 8.30$  hectares  
( $\pm 20.52$  acres)





Lot 2  
 $\pm 55.57$  hectares  
( $\pm 137.34$  acres)

## Tentative Plan

### Subdivision Proposal

To create a  $\pm$  8.30 hectare ( $\pm$  20.52 acre) parcel with a  $\pm$  55.57 hectare ( $\pm$  137.34 acre) remainder.

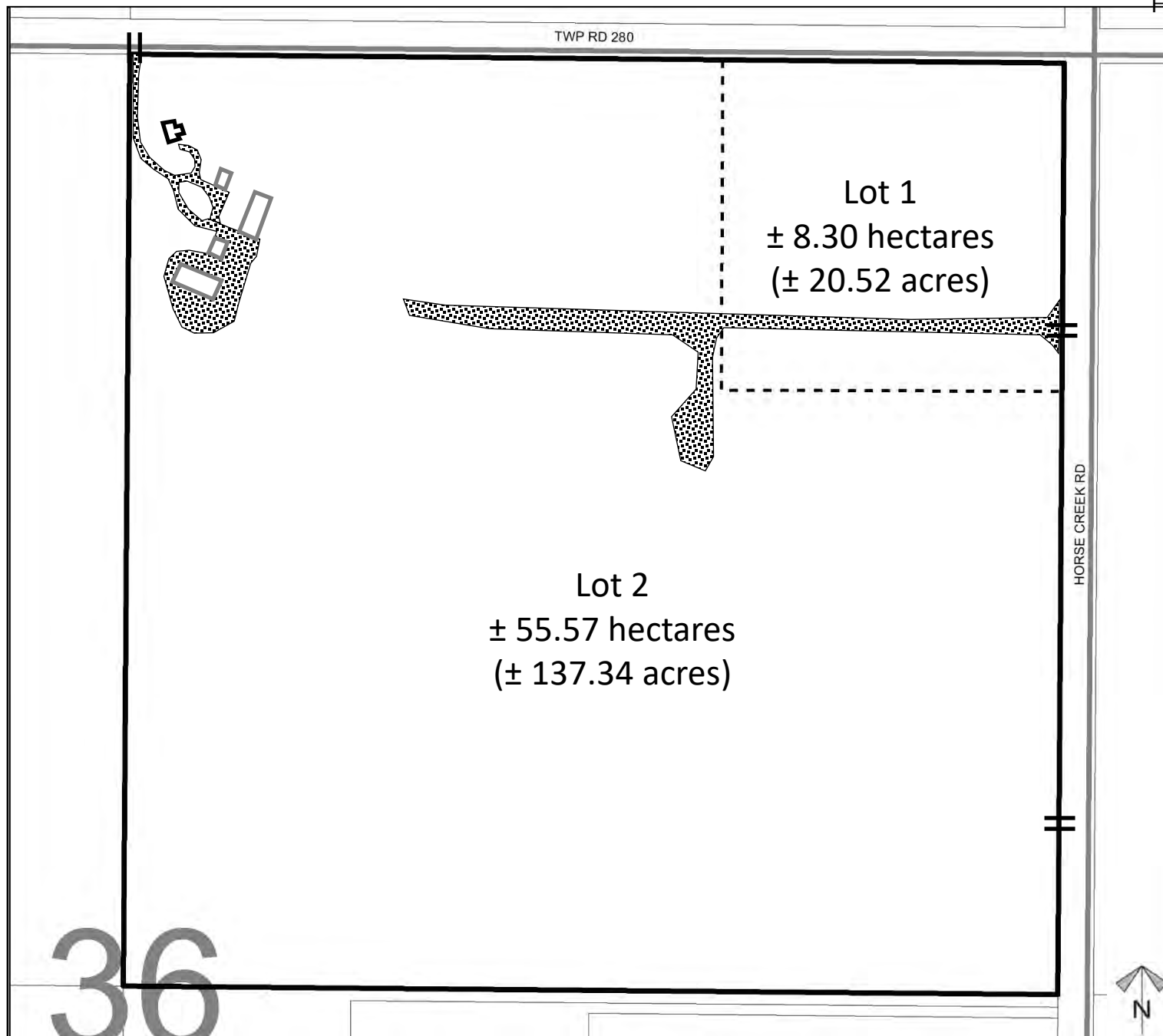
### Legend

Dwelling	
Building	
Existing Approach	
Driveway	

### Surveyor's Notes:

1. Parcels must meet minimum size and setback requirements of Land Use Bylaw C-8000-2020.
2. Refer to Notice of Transmittal for approval conditions related to this Tentative Plan.

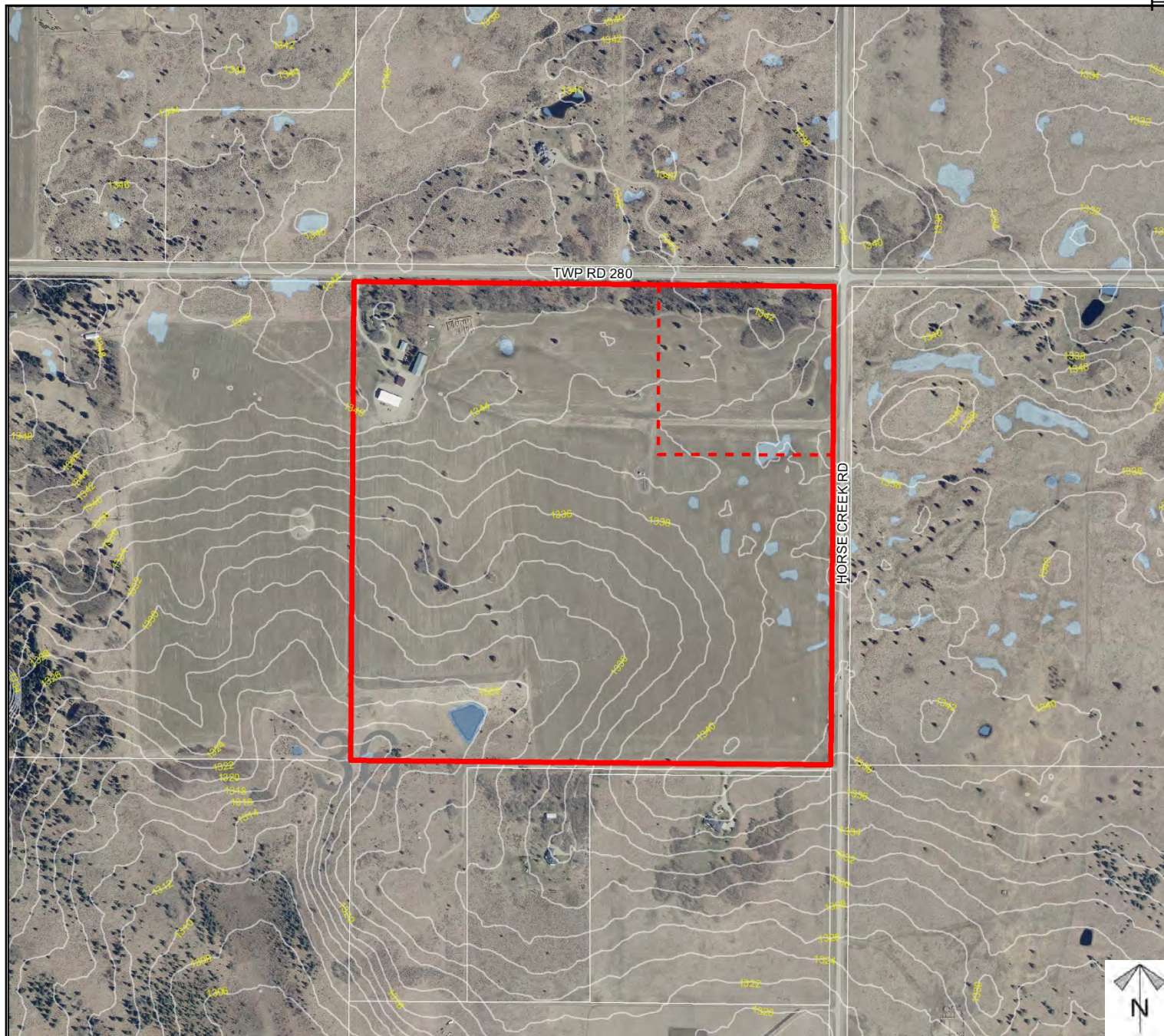
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**Environmental****Subdivision Proposal**

To create a  $\pm 8.30$  hectare ( $\pm 20.52$  acre) parcel with a  $\pm 55.57$  hectare ( $\pm 137.34$  acre) remainder.



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

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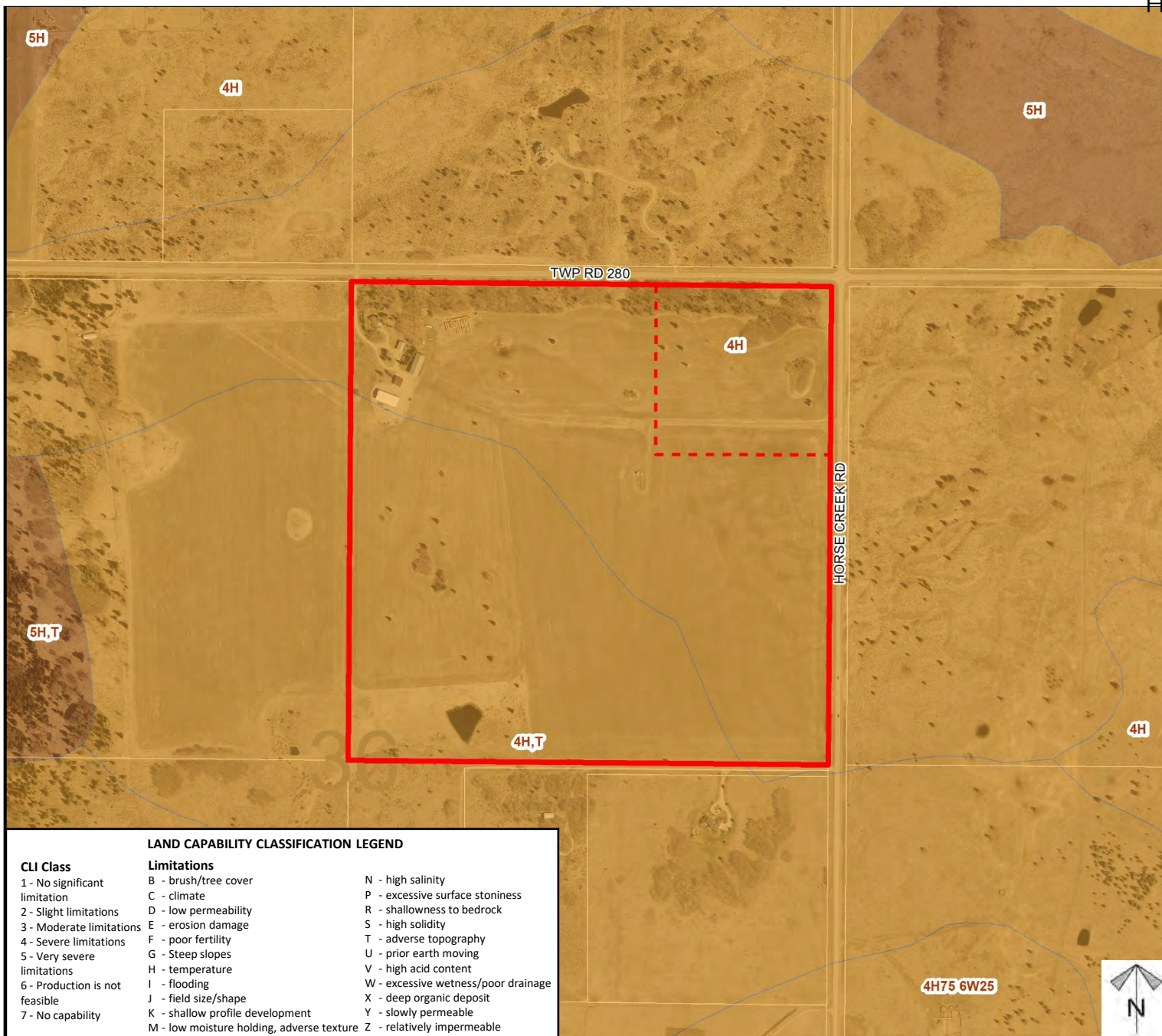




## Soil Classifications

### Subdivision Proposal

To create a  $\pm 8.30$  hectare ( $\pm 20.52$  acre) parcel with a  $\pm 55.57$  hectare ( $\pm 137.34$  acre) remainder.



#### LAND CAPABILITY CLASSIFICATION LEGEND

CLI Class	Limitations	
1 - No significant limitation	B - brush/tree cover	N - high salinity
2 - Slight limitations	C - climate	P - excessive surface stoniness
3 - Moderate limitations	D - low permeability	R - shallowness to bedrock
4 - Severe limitations	E - erosion damage	S - high solidity
5 - Very severe limitations	F - poor fertility	T - adverse topography
6 - Production is not feasible	G - Steep slopes	U - prior earth moving
7 - No capability	H - temperature	V - high acid content
	I - flooding	W - excessive wetness/poor drainage
	J - field size/shape	X - deep organic deposit
	K - shallow profile development	Y - slowly permeable
	M - low moisture holding, adverse texture	Z - relatively impermeable

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**Landowner  
Circulation  
Area**

## Subdivision Proposal

To create a  $\pm 8.30$  hectare ( $\pm 20.52$  acre) parcel with a  $\pm 55.57$  hectare ( $\pm 137.34$  acre) remainder.

**Legend**

## Support



*Not Support*



*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.*

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

Mr. Caskey, I'm the landowner just to the south of the proposed application. I own just less than 40 acres adjacent to Rob Blackwell's property.

I don't like the fact that the land continues to parcel out, but it seems my neighbors are all determined to chop up the beautiful, unspoiled land for yet another house. I do not support this.

That's my question, is the proposal for a home on the 20.52 acres? If it's commercial in any way, then I'm totally opposed. It would ruin my own land value.

Any information you can provide beyond the notice I just received would be helpful.

Thank you,

Dave Godfrey

[REDACTED]

[REDACTED]



Dear Mr. Caskey:

Thank you very much for helping me understand the by-law for an "A-Gen" subdivision.

For File # 07936001 - Application PL20210108

1. I have no objection to the sub-division as described in the above noted application at this time.
2. I have no objection if any of the "Permitted Uses" as noted in paragraph 302 of the A-Gen Agriculture, General District By
3. However, I have concerns and do not wish to approve the discretionary uses:

Due to the impact of noise to the area:

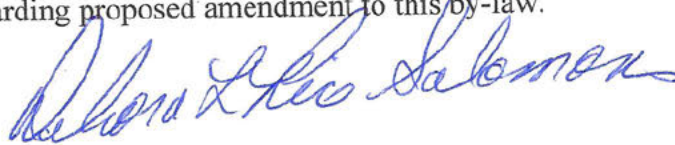
- Animal Health (inclusive)
- Kennel
- Special Functions Business

Due to the potential negative impact to the area of crime, smell and water usage:

- Cannabis Cultivation

Note: I will send a separate email to the [questions@rockyview.ca](mailto:questions@rockyview.ca) and my councillor Crystal Kissel (copy to you) regarding proposed amendment to this by-law.

Thank you,  
Debora Rice-Salomons  
Land Owner  
North Half of NW 06-28-04-W5



LEGAL DESCRIPTION AND ASSESSMENT			
QTR/SD/SEC/TWP/RGE/M	LOT/BLOCK/PLAN	OTHER	ACRES
NW-06-28-04-05		N1/2 OF NW EXCEPT ROAD 8110817	79.48

#### A-GEN Agricultural, General District

**301 PURPOSE:** To provide for agricultural activities as the primary use on a Quarter Section of land or larger or on large remnant parcels from a previous subdivision, or to provide for residential and associated minor agricultural pursuits on a small first parcel out.

##### 302 PERMITTED USES:

Accessory Building < 930 m<sup>2</sup> (10010.40 ft<sup>2</sup>)  
Accessory Dwelling Unit  
Agriculture (General)  
Beekeeping  
Dwelling, Single Detached

##### DISCRETIONARY USES:

Accessory Building > 930 m<sup>2</sup> (10010.40 ft<sup>2</sup>)  
Agriculture (Intensive)  
Agriculture (Processing)  
Animal Health (Inclusive)  
Bed and Breakfast  
Cannabis Cultivation  
Care Facility (Child)  
Care Facility (Clinic)  
Care Facility (Group)  
Communications Facility (Type A)  
Communications Facility (Type B)  
Communications Facility (Type C)  
Dwelling, Manufactured  
Dwelling, Tiny  
Dwelling Unit, accessory to principal use  
Equestrian Centre  
Farm Gate Sales  
Farmers Market  
Film Production  
Home-Based Business (Type II)  
Kennel  
Recreation (Culture & Tourism)  
Riding Arena  
Special Function Business  
Vacation Rental

Those uses which are not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the above and conform to the purpose of this District may be Discretionary Uses.

**A-GEN Agricultural, General District**

**301 PURPOSE:** To provide for agricultural activities as the primary use on a Quarter Section of land or larger or on large remnant parcels from a previous subdivision, or to provide for residential and associated minor agricultural pursuits on a small first parcel out.

**302 PERMITTED USES:**

Accessory Building ≤ 930 m<sup>2</sup> (10010.40 ft<sup>2</sup>)  
 Accessory Dwelling Unit  
 Agriculture (General)  
 Beekeeping  
 Dwelling, Single Detached

**DISCRETIONARY USES:**

Accessory Building > 930 m<sup>2</sup> (10010.40 ft<sup>2</sup>)  
 Agriculture (Intensive)  
 Agriculture (Processing)  
 Animal Health (Inclusive)  
 Bed and Breakfast  
 Cannabis Cultivation  
 Care Facility (Child)  
 Care Facility (Clinic)  
 Care Facility (Group)  
 Communications Facility (Type A)  
 Communications Facility (Type B)  
 Communications Facility (Type C)  
 Dwelling, Manufactured  
 Dwelling, Tiny  
 Dwelling Unit, accessory to principal use  
 Equestrian Centre  
 Farm Gate Sales  
 Farmers Market  
 Film Production  
 Home-Based Business (Type II)  
 Kennel  
 Recreation (Culture & Tourism)  
 Riding Arena  
 Special Function Business  
 Vacation Rental

Those uses which are not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the above and conform to the purpose of this District may be Discretionary Uses.

**303 MINIMUM PARCEL SIZE:**

To Whom It May Concern:

I am a landowner living (owner) at 280230 Horsecreek Rockyview County.  
 My Legal Land Description is the north 1/2 of NW 06-28-04-05

LEGAL DESCRIPTION AND ASSESSMENT			
STRALDSECTWPRGEM NW-06-28-04-05	LOT/BLOCK/PLAN	OTHER N1/2 OF NW EXCEPT ROAD B110817	ACRES 79.48

During my review of Land Use Application # PL20210108 - File Number 07936001, Rockyview Planning Staff Reynold Caskey, helped me understand the potential permitted uses and Discretionary uses of an "Agriculture General District".

It is my understanding that once I approve a land sub-division that I would not be consulted if one of the "permitted or discretionary" land uses are developed on a property close to me.

I wish to ask for a By-Law review and amendment to Land Use By-Law paragraph 302 (as shown below) to provide that the uses as I note below "Not be approved" without adjacent landowner consultation.

The specific Discretionary Land Uses I have concern about are:

Due to the impact of noise to the area:

- **Animal Health (inclusive)**
- **Kennel**
- **Special Functions Business**

Due to the potential negative impact to the area of crime, smell and water usage:

- **Cannabis Cultivation**

*Please advise*

*How do I formally request a by-law amendment to Land Use Bylaw paragraph 302?*

*My request is that the above noted discretionary uses be removed from the discretionary list and be added to a "discretionary with landowner consultation" list.*

*I look forward to hearing from you.*

*Thank you for your attention to this matter.*

*Kind Regards,  
Debora Rice-Salomons*





Division	Status	Topic	Description	Date Raised Scheduled	Agenda Item	Target Completion Date	Responsible Area	Staff Lead	Raised by	Notes
All	Active	Mosquito Control Service	Administration was directed at the January 17 and 18, 2022 Council meeting to return to Council with more information on mosquito control in Langdon and Church Ranches, and with more information on expanding the service to other communities in Rocky View County.	18-Jan-22	None	Active	Agricultural and Environmental Services	Kristyn Lines	Council Decision	Tabling Motion: MOVED by Deputy Mayor Kissel that the main motion be tabled and that Administration bring this item back to Council with more information with regards to engaging other communities in Rocky View County.  Report brought to Council June 14, 2022 and recieved for information
All	Active	Review of Code of Conduct Bylaw	Administration was directed at the December 7, 2021 Council meeting to review and return to Council with proposed revisions to Bylaw C-7768-2018.	7-Dec-21	M-1	31-Dec-22	Legislative Services	Amy Zaluski	Motion Arising	MOVED by Councillor Schule that Administration be directed to review and return to Council with Code of Conduct Bylaw C-7768-2018.
All	Active	Special Events Bylaw Workshop	Administration was directed at the September 21, 2021 Council meeting to hold workshops with Council and stakeholders on the special events permitting process, with a report back to Council by the end of April, 2022.	21-Sep-21	F-5	1-Dec-22	Recreation, Parks and Community Support	Dari Lang	Council Decision	At the May 10, 2022 Council meeting the following motion was made:  MOVED by Councillor Hanson that Administration be granted an extension to December 31, 2022, to present a report on the Special Events processes and any proposed amendments to Bylaw C-7990-2020 for Council's consideration.
All	Active	Live/Work Land Use District	Administration was directed at the May 10, 2022 Council meeting the Business / Live Word land use  At the May 17, 2022 Council meeting further clarification was given with regards to the applications currently in process in the Buissness / Live Word land use	10-May-22	F-6	13-Sep-22		Dominic Kazmierczak	Notice of Motion	MOVED by Councillor Wright that Administration be directed to bring back the Live / Work land use for Council review along with an assessment of the advantages and disadvantages of introducing one or more new Home-Based Business development permit options e.g., Home-Based Business 3, no later than September 13, 2022.  MOVED by Councillor Wright that, notwithstanding those bylaws already proceeding to public hearing on May 31, 2022, Administration shall not schedule any bylaw proposing redesignation of a property's land use to the Business Live-Work district for Council's consideration at public hearing or otherwise, including first readings, until after Council has received a report from Administration on the Business Live-Work District on or before September 13, 2022.
All	Hold	Municipal Development Plan	Administration was directed at the May 18, 2018 Council meeting to initiate the process of amending the County Plan.	8-May-18	Various	On Hold	Planning	Dominic Kazmierczak	Motion Arising	Administration was further directed at the March 12, 2019 Council meeting to begin the process of creating a new Municipal Development Plan.  At the March 9, 2021 Council provided second reading to the Municipal Development Plan Bylaw C-8090-2021 and referred it to the CMRB for approval.  At the December 14, 2021 Council meeting, further consideration of Bylaw C-8090-2020 was tabled until Council determines its strategic direction on growth, and the Minister makes a determination on the draft Regional Growth Plan.
All	Hold	Bearspaw Area Structure Plan Review	At the January 25, 2022 Council meeting, the Bearspaw Area Structure Plan review was placed on hold until the Minister makes a determination on the draft Regional Growth Plan.	25-Jan-22	F-7	On Hold	Planning	Dominic Kazmierczak	Council Decision	
All	Hold	Bragg Creek Hamlet Expansion Strategy	At the January 25, 2022 Council meeting, the Bragg Creek Hamlet Expansion Strategy was placed on hold until the Minister makes a determination on the draft Regional Growth Plan.	25-Jan-22	F-8	On Hold	Planning	Dominic Kazmierczak	Council Decision	
All	Hold	Further Consideration of the Shepard Industrial Area Structure Plan	Administration was directed at the September 14, 2021 Council meeting to continue discussions and report back when the City of Calgary has established a formal position.	9-Jul-19	M-1	On Hold	Planning	Dominic Kazmierczak	Council Decision	At the December 14, 2021 Council meeting, further consideration of Bylaw C-8172-2021 was tabled until annexation negotiations conclude between the County and the City of Calgary.  At the February 8, 2022 Council meeting a closed session on the Annexation of the Shepard Area by the City of Calgary was held.
All	Hold	Further Consideration of the Glenmore Trail Area Structure Plan	Council approved the terms of reference for the development of the Glenmore Trail Area Structure Plan at the May 26, 2020 Council meeting.	26-May-20	D-5 F-8	On Hold	Planning	Dominic Kazmierczak	Council Decision	At the December 14, 2021 Council meeting, further consideration of Bylaw C-8236-2021 was tabled until Council determines its strategic direction on growth, and the Minister makes a determination on the draft Regional Growth Plan.

Division	Status	Topic	Description	Date Raised Scheduled	Agenda Item	Target Completion Date	Responsible Area	Staff Lead	Raised by	Notes
All	Ongoing	Leasing of Undeveloped Road Allowance Rights-of-Way	Administration was directed at the December 14, 2021 Council meeting to investigate amendments to Policy C-433 to provide for the licensing or permitting for the use of undeveloped road allowance rights of way.	14-Dec-21	F-9 F-1	Ongoing	Transportation Services	Steve Hulsman	Council Decision	At the February 8, 2022 Council meeting the following motion was made: MOVED by Councillor Boehlke that Council direct Administration to prepare the proposed amendment to Council Road Licensing Policy C-433 and bring to Council for consideration as a Bylaw and rescind Council Road Licensing Policy C-433, and that Administration be directed to schedule a non-statutory public hearing when this is presented to Council.
All	Ongoing	Heavy Industry Hauling on Range Road 290	Administration was directed at the September 7, 2021 Council meeting to provide a report with options and cost estimates on heavy industry hauling on Range Road 290 between Highway 566 and Township Road 270.  Administration was directed at the September 21, 2021 Council meeting to work with Fortis to complete the movement of the overhead lines between Highway 566 and Township Road 270.	7-Sep-21	F-3 F-4	Ongoing	Capital Project Management	Angela Yurkowski	Notice of Motion	Construction is slated to begin in 2022
All	Ongoing	Potential Joint Assessment Review Board	Administration was directed at the February 11, 2020 Council meeting to bring back options for a joint Assessment Review Board once Administration has concluded preliminary discussions with potential partner municipalities.	11-Feb-20	D-3 D-3	Ongoing	Legislative Services	Amy Zaluski	Council Decision	Administration was directed at the June 23, 2020 Council meeting to continue discussions and return with options for the 2021 assessment year.  Ongoing discussions with the City of Calgary
All	Ongoing	Animal Care and Control Bylaw	Administration was directed at the November 6, 2018 PPC meeting to bring the Animal Care and Control Bylaw to a future Policy Review Subcommittee meeting for further consideration. The Animal Care and Control Bylaw was considered at the November 14, 2018 PRS meeting.	6-Nov-18	None	Ongoing	Municipal Enforcement	Lorraine Wesley	Committee Decision	
All	Ongoing	Conrich Future Policy Area Plan Amendments	At the January 25, 2022 Council meeting, Administration was directed to proceed with the project in accordance with the adopted terms of reference.	25-Jan-22	F-9	Ongoing	Planning	Dominic Kazmierczak	Council Decision	Next steps Winter/Spring 2022: • Presentation of the final land-use scenario to residents, stakeholders, and adjacent municipalities for review and feedback; • Finalizing technical studies (Master Drainage Plan Update); • Preparation of the final ASP amendments; and • A public hearing.
All	Ongoing	Springbank Area Structure Plans	At the December 14, 2021 Council meeting, Administration was directed to proceed with the project in accordance with the amended terms of reference.	14-Dec-21	F-5	Ongoing	Planning	Dominic Kazmierczak	Council Decision	Next steps Winter/Spring 2022: • Public engagement (March); • Intermunicipal collaboration; • Engagement summary report; • Preparation of ASP amendments; • A public hearing.
All	Ongoing	Sale of the Cochrane Gravel Pit Lands	Administration was directed at the February 25, 2020 Council meeting to negotiate a purchase and sale agreement for the sale of the Cochrane Gravel Pit lands.	25-Feb-20	K-2 M-2	Ongoing	Transportation Services	Steve Hulsman	Council Decision	Motions carried at the March 8, 2022 Council Meeting  MOVED by Deputy Mayor Kissel that Council direct Administration to prepare a report, for Council's consideration, to proceed with a Phase III ESA on the Cochrane Gravel Pit and finalize the Letter of Intent dated February 5, 2020.  MOVED by Deputy Mayor Kissel that Council direct Administration to prepare a report, for Council's consideration, to proceed with a Phase III ESA on the Airdrie Operations Centre.
	Active		Project target completion date has not passed							
	Ongoing		Project that did not have a target completion date identified in the Council motion							
	Hold		Project that has been indicated by the department project lead to be on hold							