



Policy Review Advisory Committee

Terms of Reference

TOR #C-PRS

Purpose

- 1 The Rocky View County Policy Review Advisory Committee (known hereafter as “the Committee”) reviews and provides feedback to Administration on new and existing Council policies before they are presented to Council for adoption, amendment and/or repeal.
- 2 The Committee facilitates thoughtful, detailed discussion on Council policies with subject matter experts in an informal setting, providing Administration with an opportunity to consider Councillor perspectives.

Functions

- 3 The Committee is an informal advisory body to provide general feedback and a Council lens on proposed new Council policies and existing policies scheduled for review.
- 4 Feedback provided by the Committee to Administration will be considered for inclusion in the Council policies before they are presented to Council for approval.
- 5 The Committee cannot provide any motions or direction to Administration.
- 6 The Committee cannot direct the timing or scheduling of Council policies for review.

Membership

- 7 The Committee will comprise of three members of Council.
- 8 Members are appointed at the the annual organizational meeting of Council.

Chair

- 9 The Committee will appoint a Chair at the first Committee meeting following the annual organizational meeting of Council.
- 10 The Chair will act as the Committee’s spokesperson when Council policies are presented at Council meetings.

Meetings

- 11 The Committee meets monthly, or at the discretion of the Chair.
- 12 Additional meetings may be held, as determined by the Chair.
- 13 All members are required to attend Committee meetings. Should one member not be available, the meeting will be rescheduled to a time available for all members to attend.
- 14 Meetings are attended by:



Policy Review Advisory Committee

- (1) the Policy Coordinator or their authorized delegate;
 - (2) the manager(s) and/or supervisor(s) with oversight of any Council policy being discussed at a given meeting;
 - (3) any other relevant subject matter expert(s); and
 - (4) the Municipal Clerk, or designate, as required.
- 15 Meetings are intended to facilitate informal discussion and are not subject to the requirements of the *Procedure Bylaw*.
- 16 Meetings may be held virtually at the discretion of the Chair.

Administrative Support

- 17 The Policy Coordinator provides lead administrative support to the Committee by preparing a list of Council policies for review, summarizing feedback, coordinating meetings, and providing information as required.



Approval Date	•
Replaces	• N/A
Lead Role	• Chair
Committee Classification	• Council
Last Review Date	• N/A
Next Review Date	• N/A

Definitions

- 18 In these terms of reference, the following definitions apply:
- (1) “Administration” means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;
 - (2) “Council” means the duly elected Council of Rocky View County;
 - (3) “Council policy” means policies that are approved by Council and focus on the strategic direction of programs and services provided by the County;
 - (4) “organizational meeting” means an Organizational Meeting of Council held pursuant to section 192 of the *Municipal Government Act*; and



ROCKY VIEW COUNTY

Policy Review Advisory Committee

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