



COUNCIL REPORT

2025 Council and Committee Meeting Calendar

Electoral Division: All

File: N/A

Date:	October 15, 2024
Presenter:	Tyler Andreasen, Lead Legislative Officer
Department:	Legislative Services

REPORT SUMMARY

The purpose of this report is to provide the proposed 2025 Council and Committee Meeting Calendar for Council’s approval. The scheduling recommendations for Council and committee meeting dates and times in 2025 were prepared by Administration in accordance with the *Municipal Government Act*, the *Procedure Bylaw*, and the *Boards and Committees Bylaw*.

ADMINISTRATION’S RECOMMENDATION

THAT Council approve the 2025 Rocky View County Council and Committee Meeting Calendar as presented in Attachment ‘A’.

BACKGROUND

Council approves dates for regularly scheduled Council, board, and committee meetings at the annual organizational meeting in accordance with the *Municipal Government Act*, the *Procedure Bylaw*, and the *Boards and Committees Bylaw*. Throughout the year Council may adjust the meeting dates on the proposed Council and Committee Meeting Calendar to address any gaps, as necessary.

Section 31 of the *Boards and Committees Bylaw* requires the meeting dates and times for the Agricultural Service Board, Subdivision and Development Appeal Board, and Enforcement Appeal Committee to be established by Council during its annual organizational meeting.

The proposed 2025 Council and Committee Meeting Calendar includes the dates and times of the following meetings:

- Council;
- Governance Committee;
- Public Participation Committee;
- Recreation Governance Committee;
- Agricultural Service Board;
- ALUS Partnership Advisory Committee; and
- Subdivision and Development Appeal Board and Enforcement Appeal Committee

The 2025 Council and Committee Meeting Calendar also includes the dates of the 2025 Rural Municipalities of Alberta (RMA) conference, the 2025 municipal election, and Council orientation, as these are relevant dates to Council.



2025 Council and Committee Meeting Calendar

ANALYSIS

In keeping with past practice, Council meetings are proposed to be held twice a month, while the Governance Committee would be held once a month, except for August and December, as per the Committee’s Terms of Reference. The Public Presentation Committee and the Recreation Governance Committee would be held on a quarterly basis.

The Agricultural Service Board and the ALUS Partnership Advisory Committee meetings are proposed to be held in January, March, June, September, and November to facilitate the timely consideration of agricultural matters and funding approvals under the Alternative Land Use Services (ALUS) program.

To ensure that appeals are addressed within the legislated 30-day timeframe required by the *Municipal Government Act*, the Subdivision and Development Appeal Board and the Enforcement Appeal Committee is proposed to meet every three weeks.

Although the Subdivision and Development Appeal Board and the Enforcement Appeal Committee operate independently of Council, their meeting dates are included in the 2025 Council and Committee Meeting Calendar, as mandated by the *Boards and Committees Bylaw*.

When this bylaw was originally approved, Councillors were eligible for appointment to the Subdivision and Development Appeal Board. Administration plans to review the *Boards and Committees Bylaw* in the future, at which time the requirement for Council to set specific meeting dates and times may be reconsidered.

Similarities to the 2024 Council and Committee Meeting Calendar:

Council Meetings	Scheduled every other Tuesday each month (with some exceptions)
Governance Committee Meetings	Scheduled on the Tuesday between Council meetings each month (with some exceptions)
Public Participation Committee and Recreation Governance Committee Meetings	Scheduled on a quarterly basis
Subdivisions and Development Appeal Board and Enforcement Appeal Committee Meetings	Scheduled to be held every three weeks to adhere to the 30-day appeal timeline required by the <i>Municipal Government Act</i>
Agricultural Service Board and ALUS Partnership Advisory Committee Meetings	Scheduled for January, March, April, September, and November to allow for timely consideration of agricultural matters and ALUS funding approvals

2025 Council and Committee Meeting Calendar

Differences from the 2024 Council and Committee Meeting Calendar:

- **Family and Community Support Services:** Meeting dates and times are not included in the 2025 Council and Committee Meeting Calendar as they are determined by the Board rather than by Council in accordance with the *Boards and Committees Bylaw*.
- **Municipal Election Blackout Period:** For consistency with the 2021 municipal election, a blackout period between Nomination Day and Election Day (September 22nd through October 20th) has been included in the calendar (with the exception of September 23rd) and is reflected in the proposed amendments to the *Procedure Bylaw*. Additionally, the first Council meeting following the municipal election is the Organizational meeting at which the new councillors are sworn in.
 - The purpose of blackout periods, whether at the federal, provincial, or municipal level, is to ensure sound decisions continue to be made by persons who remain accountable to the community, and that councils that are dominated by people not seeking re-election avoid rash decisions that may impede the next council.
- **Council Workshops:** Council workshops/special Council meetings are not included in the 2025 Council and Committee Meeting Calendar and are scheduled on an as-needed basis by the call of the Reeve. Though special Council meetings are no longer included in the calendar, if Council requires a special meeting to address an urgent, significant, or complex item, the Reeve has the authority to call a special meeting. Administration has included placeholder dates for additional Regular Council meetings in the calendar should they be required.
- **Council Orientation:** The *Municipal Government Act* requires that orientation training be offered to all councillors following a municipal election. This has been scheduled for October 22nd, 23rd, and 27th, 2025.

Recognizing Council has a six-week break between meetings from July to September and a four-week break from September 23rd to October 28th, due to the municipal election blackout period, Administration has included two Council meetings and a Governance Committee meeting in September.

COMMUNICATIONS / ENGAGEMENT

The 2025 Council and Committee Meeting Calendar and the approved meeting dates will be available on the County's website.

IMPLICATIONS

Financial

There are no financial implications associated with the approval of the 2025 Council and Committee Meeting Calendar.

STRATEGIC ALIGNMENT

Setting Council meeting dates is a statutory obligation under the *Municipal Government Act* and setting board and committee meeting dates is an obligation of Council under the *Boards and Committees Bylaw*.

2025 Council and Committee Meeting Calendar

ALTERNATE DIRECTION

Administration has no alternative direction for Council's consideration.

ATTACHMENTS

Attachment A: Proposed 2025 Council and Committee Meeting Calendar

APPROVALS

Manager:	N/A
Executive Director/Director:	Gina van den Burg
Chief Administrative Officer:	Reegan McCullough

