



Terms of Reference

TOR #C-CC

Purpose

The purpose of the Capital Committee is to oversee the planning, prioritization, and financing of long-term investments in infrastructure and tangible capital assets. These include roads, bridges, recreation facilities, fire stations, and other buildings or capital assets that provide long-term benefits to the County.

The Capital Committee ensures alignment with strategic plans, the responsible management of financial resources, and informs council decisions on capital projects through a capital ranking system and business case evaluations. It also coordinates funding from internal and external sources while maintaining transparency for public accountability.



Functions

- 1 The Capital Committee will:
 - (1) evaluate, prioritize, and recommend projects and financial mechanisms (internal and external) to Council for the multi-year capital budget using a capital ranking system for consideration and approval;
 - (2) recommend to Council the timing and sequencing of projects within the multi-year capital budget and subsequent multi-year capital plan;
 - (3) provide recommendations on the asset management plan to maintain existing assets ensuring alignment with service delivery and compliance with relevant regulations; and
 - (4) recommend amendments to Council regarding the capital budget and capital plan, including deferral or removal of projects to rebalance within the funding allocations determined by Council.



Membership

- 2 The Capital Committee consists of all members of Council.





Chair

- 3 The Chair will be a Councillor appointed by Council at the annual organizational meeting for a two-year term, and the Vice Chair will be appointed by the Capital Committee at its first meeting following the annual organizational meeting for a two-year term.
- 4 The Chair is responsible for presiding over meetings when in attendance.
- 5 The Vice Chair will take over the Chair's duties whenever the Chair cannot perform those duties.



Meetings

- 6 At the call of the Chair, the Capital Committee will meet as needed during the County's budget preparation cycle between May to December each year.
- 7 Additional meetings or special meetings may be held at the call of the Chair.
- 8 No meetings are held during the summer and winter breaks (August and December).
- 9 Meetings will be conducted in accordance with the County's *Procedure Bylaw*.
- 10 All meetings are open to the public. If required, closed sessions will be held in accordance with the *Municipal Government Act*, *Freedom of Information and Protection of Privacy Act*, and the County's *Procedure Bylaw*.
- 11 Meetings are attended by the:
 - (1) Executive Leadership Team or their authorized delegates;
 - (2) Legislative Officers or their authorized delegate; and
 - (3) relevant subject matter experts.
- 12 Quorum is four members of the Capital Committee.



Agendas

- 13 Agendas are prepared and distributed in accordance with the County's *Procedure Bylaw*.
- 14 Meetings will have a formal agenda. Agendas, information packages, and minutes will be circulated to the Committee one week prior to each meeting.
- 15 Approval of the agenda will be by the Chair and Vice Chair.



Administrative Support

- 16 Administration supports the Capital Committee by preparing agenda and minutes, coordinating meetings, and providing information as required.



Definitions

- 17 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 Administration Officer;
 - (2) “Capital Ranking System” means a decision-making framework for prioritizing and evaluating options for capital projects to help make resource allocation decisions;
 - (3) “Council” means the duly elected Council of Rocky View County;
 - (4) “*Debt or Lease Financing*” includes borrowing and other long-term repayment obligations; and
 - (5) “*External Sources of Financing*” include other government subsidies and grants (federal and provincial), development charges, developer fees, fundraising and donations/bequests, third party contributions under public/private partnership arrangements, etc. Projects dependent on external funding will not commence until such funding is secured;
 - (6) “*Internal Sources of Funding*” include transfers from other Municipal funds (operating or reserves), sales of existing assets, and property taxes;
 - (7) “Organizational Meeting” means an Organizational Meeting of Council held pursuant to section 192 of the *Municipal Government Act*;
 - (8) “*Procedure Bylaw*” means Rocky View County Bylaw C-8555-2024, the *Procedure Bylaw*, as amended or replaced from time to time;
 - (9) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.
 - (10) “Tangible Capital Assets” means significant expenditures to provide municipal services with a benefit beyond one year. The capital budget excludes the cost of operating these services, which form part of the operating budget;





ROCKY VIEW COUNTY

Capital Committee

Approval Date	<ul style="list-style-type: none">• TBD
Replaces	<ul style="list-style-type: none">• N/A
Lead Role	<ul style="list-style-type: none">• Chief Administrative Officer
Committee Classification	<ul style="list-style-type: none">• Council/Advisory
Last Review Date	<ul style="list-style-type: none">• N/A
Next Review Date	<ul style="list-style-type: none">• N/A

