



LEGISLATIVE SERVICES

TO: Council

DATE: July 20, 2021 **DIVISION:** All

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

SUBJECT: Board and Committee Terms of Reference Amendments

EXECUTIVE SUMMARY:

At the May 11, 2021 Council meeting, Administration was directed to prepare amendments to Rocky View County's board and committee governance documents to standardize the terms and methods of appointment.

The proposed amendments, in accordance with Council's direction, would standardize the term of appointment for members at large at three years and councillors at two years. The amendments would also standardize the term of appointment for chairs and vice chairs at two years.

The following boards and committees would be affected by the proposed amendments:

- Agricultural Service Board; (Attachment 'A')
- ALUS Partnership Advisory Committee; (Attachment 'B')
- Bragg Creek FireSmart Committee; (Attachment 'C')
- Recreation Governance Committee; (Attachment 'D')
- Assessment Review Boards; (Attachment 'E')
- Family and Community Support Services Board; (Attachment 'F')
- Municipal Planning Commission; (Attachment 'G')
- Subdivision and Development Appeal Board; and (Attachment 'J')
- Enforcement Appeal Committee. (Attachment 'J')

Section 15(3)(a) of the *Procedure Bylaw* currently states that Council must appoint councillors as chairs and vice chairs, which conflicts with many of the County's terms of reference. The proposed amendments provided in this staff report would remove vice chair appointments from Council's responsibilities, as well as allow for members at large to be vice chairs.

Administration has provided an amending bylaw (Attachment 'H') to remove this section from the *Procedure Bylaw* to ensure that the County's terms of reference and *Procedure Bylaw* are not in conflict.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

Administration Resources

Tyler Andreasen, Legislative Services
Caitlyn Anderson, Legislative Services



BACKGROUND:

Administration was directed at the October 27, 2021 Council meeting to investigate and bring back options to Council for standardizing the terms of appointment for the County's boards and committees. Administration returned to Council at the May 11, 2021 Council meeting with suggested amendments and was directed to prepare the following:

- Chairs must be councillors rather than members at large and vice chairs may be councillors or members at large;
- Chairs are appointed by council and vice chairs are appointed by the board or committee; and
- Councillors are appointed for two year terms, members at large are appointed for three year terms, and chairs and vice chairs are appointed for two year terms.

A more detailed analysis and rationale for the proposed changes is available in the staff report from the May 11, 2021 Council meeting.

BUDGET IMPLICATIONS:

There are no significant budget implications with this staff report.

COMMUNICATIONS PLAN:

If approved, the proposed changes would be communicated through the County's website and in the advertising for vacant member at large positions in advance of the 2021 organizational meeting.

STRATEGIC OBJECTIVES:

There are no strategic considerations for this staff report.

OPTIONS:

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| Option #1: | Motion #1: THAT the Agricultural Service Board Terms of Reference be amended in accordance with Attachment 'A'. |
| | Motion #2: THAT the ALUS Partnership Advisory Committee Terms of Reference be amended in accordance with Attachment 'B'. |
| | Motion #3: THAT the Brag Creek FireSmart Committee Terms of Reference be amended in accordance with Attachment 'C'. |
| | Motion #4: THAT the Recreation Governance Committee Terms of Reference be amended in accordance with Attachment 'D'. |

Amendments to the Assessment Review Boards Bylaw

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| Motion #5: | THAT Bylaw C-8201-2021 be given first reading. |
| Motion #6: | THAT Bylaw C-8201-2021 be given second reading. |
| Motion #7 | THAT Bylaw C-8201-2021 be considered for third reading. |
| Motion #8: | THAT Bylaw C-8201-2021 be given third and final reading. |

*Amendments to the Family and Community Support Services Board Bylaw*

Motion #9: THAT Bylaw C-8199-2021 be given first reading.

Motion #10: THAT Bylaw C-8199-2021 be given second reading.

Motion #11: THAT Bylaw C-8199-2021 be considered for third reading.

Motion #12: THAT Bylaw C-8199-2021 be given third and final reading.

Amendments to the Municipal Planning Commission Bylaw

Motion #13: THAT Bylaw C-8198-2021 be given first reading.

Motion #14: THAT Bylaw C-8198-2021 be given second reading.

Motion #15: THAT Bylaw C-8198-2021 be considered for third reading.

Motion #16: THAT Bylaw C-8198-2021 be given third and final reading.

Amendments to the Procedure Bylaw

Motion #17: THAT Bylaw C-8212-2021 be given first reading.

Motion #18: THAT Bylaw C-8212-2021 be given second reading.

Motion #19: THAT Bylaw C-8212-2021 be considered for third reading.

Motion #20: THAT Bylaw C-8212-2021 be given third and final reading.

Amendments to the Appeal and Review Panel Bylaw

Motion #21: THAT Bylaw C-8200-2021 be given first reading.

Motion #22: THAT Bylaw C-8200-2021 be given second reading.

Motion #23: THAT Bylaw C-8200-2021 be considered for third reading.

Motion #24: THAT Bylaw C-8200-2021 be given third and final reading.

Option #2: THAT alternative direction be provided.



ROCKY VIEW COUNTY

Respectfully submitted,

Concurrence,

“Amy Zaluski”

“Kent Robinson”

Director, Legislative Services

Acting Chief Administrative Officer

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ATTACHMENTS:

- ATTACHMENT ‘A’: Agricultural Service Board Terms of Reference
- ATTACHMENT ‘B’: ALUS Partnership Advisory Committee Terms of Reference
- ATTACHMENT ‘C’: Bragg Creek FireSmart Committee Terms of Reference
- ATTACHMENT ‘D’: Recreation Governance Committee Terms of Reference
- ATTACHMENT ‘E’: Bylaw C-8201-2021 (Amendments to the Assessment Review Boards Bylaw)
- ATTACHMENT ‘F’: Bylaw C-8199-2021 (Amendments to the FCSS Bylaw)
- ATTACHMENT ‘G’: Bylaw C-8198-2021 (Amendments to the MPC Bylaw)
- ATTACHMENT ‘H’: Bylaw C-8212-2021 (Amendments to the Procedure Bylaw)
- ATTACHMENT ‘J’: Bylaw C-8200-2021 (Amendments to the Appeal and Review Panel Bylaw)