

Agricultural Service Board

Mandate

To fulfill the mandate set out in the *Agricultural Service Board Act* and to promote the importance of agriculture to Rocky View County.

Committee Authority

The ASB may make recommendations to Council on agricultural matters affecting Rocky View County.

Reason for Rocky View County Involvement

Established by choice by Rocky View County Council under section 3 of the *Agricultural Services Board Act*

Policy

Rocky View County *Terms of Reference* C-ASB (Approval Date: January 8, 2019)

Voting Membership

- Three Council Members (1 year term)
- Two Members at Large from West of Highway 2 (3 year term)
- Two Members at Large from East of Highway 2 (3 year term)
- Chair will be a Councillor appointed by Council at the annual Organizational Meeting and the Vice Chair will be elected by the ASB at its first meeting following the annual Organizational Meeting.

Appointment Time Commitment

- Number of meetings – At least five times annually, starting at 9:00 AM
- Pre-Meeting Preparation – Minimal, one hour or less
- Meeting Duration – Three hours
- Meeting Location – County Hall
- Conferences – October / November Regional (one day), January Provincial (three days)
- Online Meeting Option - None

Compensation and Reimbursement

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement. Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Agricultural and Environment Services

Alternative Land Use Services (ALUS) - Partnership Advisory Committee (PAC)**Mandate**

The Partnership Advisory Committee (PAC) will guide the Alternative Land Use Services (ALUS) Program in Rocky View County. PAC members will provide advice and community input into the decision-making process that shapes how ALUS is delivered in Rocky View County.

Committee Authority

The PAC is an advisory committee to Council.

Reason for Rocky View County Involvement

The PAC is an ad hoc committee of Rocky View County's Agricultural Service Board, in partnership with ALUS Canada, as per the Memorandum of Understanding between Rocky View County and ALUS Canada.

Policy

Rocky View County *Terms of Reference* (Approval date: October 16, 2018)

Voting Membership

- Three Rocky View County Agricultural Service Board Council members (1 year term)
- Four Rocky View County Agricultural Service Board Members at Large
- Chair and Vice Chair is elected by PAC members on an annual basis

Appointment Time Commitment

- Number of meetings - Three to four planned meetings held per year. Additional meetings can be planned if deemed necessary.
- Pre-Meeting Preparation - Minimal ½ hour
- Meeting Duration – Two to three hours
- Meeting Location - County Hall
- Online Meeting Option - None

Compensation and reimbursement

Committee Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement. Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Agricultural and Environment Services

Assessment Review Board

Mandate

Hears complaints about any assessment or taxation matters described in Part 11 of the *Municipal Government Act*.

Board Authority

Hears and makes decisions on complaints about any matter referenced in sections 460.1(1) and 460.1(2) and of the *Municipal Government Act*.

Reason for Rocky View County Involvement

Legislatively required as per the *Municipal Government Act* section 454.

Policy

Rocky View County Assessment Review Boards Bylaw C-7778-2018

Voting Membership

- Up to fifteen Members for a term of up to three years and in a manner that the expiry dates of appointments are staggered.
- Members may be Council Members or Members at Large.
- Council may appoint Chair or Vice-Chair, otherwise Chair or Vice-Chair are elected by the Members.

Appointment Time Commitment

- Number of meetings – Approximately ten hearings annually
- Mandated training every three years – up to twenty one hours
- Pre-Meeting Preparation – Minimal
- Meeting Duration – Up to five hours
- Post-Meeting Work – Up to five hours if writing a decision on a complaint
- Additional Duties for Chair – Up to fifteen hours annually
- Meeting Location – County Hall
- Online Meeting Option - None

Compensation and reimbursement

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement.

Administration Support

Municipal Clerk's Office

Family & Community Support Services Board

Mandate

To advise Council on policies concerning community services, insure quality of community services for all age groups and segments within its boundaries, determine FCSS policies and procedures within the framework of the FCSS Act and Regulations and direct activities of the FCSS program.

Committee Authority

To advise Council on policies and to review and approve FCSS grants for Community Services programming within the overall FCSS budget as approved by Council.

Reason for Rocky View County Involvement

Family and Community Support Services (FCSS) is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities and Métis Settlements. Rocky View County joined the FCSS program in 2000. Provincially, the FCSS Program receives its mandate from the *Family and Community Support Services Act* and Regulation.

Policy

Rocky View County Bylaw C-7387-2014 (Approved date: June 24, 2014)

Voting Membership

- Two Council Members (1 year term)
- Five Members at Large (2 year terms)
- Chair and Vice-Chair is elected by members attending at their first meeting after the Organizational Meeting of Council.

Appointment Time Commitment

- Number of meetings - Approximately four annually
- Pre-Meeting Preparation – Half hour to three hours reading agendas per meeting depending on application review
- Meeting Duration - Two to three hours per meeting in the evening
- Meeting Location – County Hall
- Online Meeting Option – Yes
- Annual General Conference – Three day conference in November
- Optional Conference - Spring Regional Meeting, One day in March / April

Compensation and Reimbursement

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement. Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Recreation, Parks and Community Support

Recreation Governance Committee

Mandate

- Foster the creation, development, and operations of recreation programs, facilities, infrastructure, services, Parks, and Park Land;
- Act as an approving body regarding matters pertaining to Recreation and Cultural services in the County, including grant applications, studies, and master plans;
- Support Recreation and Cultural facility development and programs through the Community Recreation Funding program;
- Support the County-wide Recreation Master Plan, recreation planning, and community engagement; and
- Recognize that long-term strategic planning is required, planning for future facilities needs to be prioritized, and funding needs to be allocated.

Committee Authority

Approving authority regarding matters pertaining to Recreation and Cultural Services in the County including grant applications, studies and master plans. May direct Administration by resolution.

Reason for Rocky View County Involvement

On July 23, 2019 Council approved significant changes to County's recreation model, the most noteworthy being the ten Recreation Boards being replaced by a single Recreation Governance Committee comprised solely of Council members.

Policy

Recreation Governance Committee *Terms of Reference* (Approval date: September 24, 2019)

Voting Membership

Reeve, Deputy Reeve and all Councillors (4 year term)

Appointment Time Commitment

- Number of meetings – Four meetings annually
- Pre-Meeting Preparation - Fifteen minutes to three hours pending size and complexity of agenda. Reviewing grant applications takes time.
- Meeting Duration - Up to four hours per meeting
- Meeting Location – County Hall
- Online Meeting Option - None

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Recreation, Parks and Community Support
Municipal Clerk's Office

Municipal Planning Commission

Mandate

Acts as the Development Authority and Subdivision Authority for any applications referred to it by any County bylaw, procedure or by the County's Chief Administrative Officer.

Committee Authority

Under the *Municipal Government Act*, has all the development powers and duties when acting as the Development Authority and has all the subdivision powers and duties when acting as the Subdivision Authority.

Reason for Rocky View County Involvement

Established by choice by Rocky View County Council under sections 626(1), 623(1) and 624(1) of the *Municipal Government Act*.

Policy

Municipal Planning Commission Bylaw C-7967-2019.

Voting Membership

- Membership may consist of Council Members and/or Members at Large as determined by Council.
- Members are appointed by resolution of Council for a term of office as determined by Council.
- Council must appoint a Chair and Vice Chair of the Municipal Planning Commission by resolution for a term of office as determined by Council.

Appointment Time Commitment

- Number of meetings – Twenty meetings annually, traditionally held at 9:00 AM on the Thursday following a general meeting of Council.
- Pre-Meeting Preparation - Two to three hours
- Meeting Duration – Three to five hours
- Post-Meeting Work for Chair – Up to three hours
- Meeting Location – County Hall
- Online Meeting Option - Yes

Compensation and Reimbursement

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement. Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Planning and Development
Municipal Clerk's Office

Municipal Emergency Advisory Committee

Mandate

Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in Rocky View County and approve the County's emergency management plans and programs.

Committee Authority

Provides direction to the County Municipal Emergency Management Agency.

Reason for Rocky View County Involvement

Legislatively required as per section 11 of the Alberta *Emergency Management Act* and section 2 of the *Local Authorities Emergency Management Regulation*.

Policy

Municipal Emergency Advisory Committee Bylaw C-7396-2014 (Approval date: October 28, 2014)

Voting Membership

Reeve, Deputy Reeve and any other Council Members appointed by Council at the annual Organizational Meeting.

Appointment Time Commitment

- Number of meetings – At least one annually
- Pre-Meeting Preparation – Minimal
- Meeting Duration – One to two Hours
- Meeting Location – County Hall
- Online Meeting Option - Yes

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Fire Services and Emergency Management

Subdivision & Development Appeal Board

Mandate

Hears appeals of decisions made by the County's Development Authority and Subdivision Authority under Division 11 of the *Municipal Government Act*. Also hears stop orders issued by the Development Authority under section 645(1) of the *Municipal Government Act*.

Board Authority

Has all requisite powers, duties and responsibilities of both the Development Authority and Subdivision Authority under the *Municipal Government Act* and the *Subdivision and Development Regulations*.

Reason for Rocky View County Involvement

Legislatively required as per section 627 of the *Municipal Government Act*.

Policy

Rocky View County Appeal and Review Panel Bylaw C-7717-2017

Voting Membership

- Four Members at Large and two Members at Large Alternates (2 year terms)
- One Council Member (1 year term)
- Chair is appointed by Council at its annual organizational meeting.
- Vice-Chair is elected from its membership by majority vote at the Subdivision and Development Appeal Board's first meeting after Council's annual organizational meeting.

Appointment Time Commitment

- Number of meetings – Fifteen to twenty meetings annually, traditionally held every third Wednesdays starting at 9:00 AM
- Mandated training at least every three years – up to eight hours
- Pre-Meeting Preparation – Two to three hours
- Meeting Duration – Three to five hours
- Post-Meeting Work – up to three hours
- Additional Duties for Chair – up to fifteen hours annually
- Meeting Location – County Hall
- Online Meeting Option - None

Compensation and Reimbursement

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement.

Administration Support

Planning and Development
Municipal Clerk's Office

Enforcement Appeal Committee

Mandate

Hears appeals on enforcement compliance orders issued under certain Rocky View County bylaws and specific sections of the *Municipal Government Act*.

Committee Authority

Hears and make decisions on appeals for which Council has made it responsible under any Rocky View County bylaw as well as appeals concerning compliance orders issued under sections 545 and 546 of the *Municipal Government Act*.

Reason for Rocky View County Involvement

Rocky View County Council has chosen to delegate its authority under section 547 of the *Municipal Government Act* to the Enforcement Appeal Committee.

Policy

Rocky View County Appeal and Review Panel Bylaw C-7717-2017

Voting Membership

- Four Members at Large and two Members at Large Alternates (2 year term)
- One Council Member (1 year term)
- Chair is appointed by Council at its annual organizational meeting.
- Vice-Chair is elected from its membership by majority vote at the Enforcement Appeal Committee's first meeting after Council's annual organizational meeting.

Appointment Time Commitment

- Number of meetings – Up to two annually, usually the same day as a Subdivision and Development Appeal Board meeting
- Pre-Meeting Preparation – Minimal, one hour
- Meeting Duration – Up to three hours
- Post-Meeting Work – Up to three hours
- Additional Duties for Chair – Up to three hours annually
- Meeting Location – County Hall
- Online Meeting Option - None

Compensation and Reimbursement

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement.

Administration Support

Planning and Development
Enforcement Services
Municipal Clerk's Office

Bragg Creek FireSmart Committee

Mandate

Provide feedback to Rocky View County Fire Services on issues related to wildfire threat and community protection within a 10 kilometre zone surrounding the Bragg Creek area. Consult with the community on a continuous and ongoing basis to respond to emerging issues and provide information on innovative solutions related to wildfire threats and community protection.

Committee Authority

The Bragg Creek FireSmart Committee is an advisory committee to Council.

Reason for Rocky View County Involvement

Establishing the committee as a means to implement the philosophy, culture, and practice of FireSmart in the greater Bragg Creek area and for updating the 2012 Greater Bragg Creek Wildfire Mitigation Strategy.

Policy

Rocky View County *Terms of Reference* C-BCFC (Approval Date: March 27, 2018)

Voting Membership

- One Council Member (4 year term)
- A minimum of six Members at Large from the Greater Bragg Creek area (4 year term)
- Chair and the Vice Chair choose the from amongst the voting members of committee

Appointment Time Commitment

- Number of meetings - Approximately four annually
- Pre-Meeting Preparation - Minimal
- Meeting Duration – Two hours in the evening
- Meeting Location – Bragg Creek Community Association
- Online Meeting Option - None

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Fire and Emergency Services

Aqua 7 Regional Water Commission

Mandate

To conserve water resources, supply water service to its customer and optimize the operation of the water supply system.

Committee Authority

Rocky View County represents one vote on an external board of directors.

Reason for Rocky View County Involvement

Legislatively required. Rocky View County is a member of the Aqua 7 Regional Water Commission established by Alberta Regulation 224/2003. Member municipalities include Kneehill County and the Villages of Acme, Beisker, Carbon, Linden and Town of Irricana.

Policy

External Policy – Bylaw 2013-1 Appointment of the Board of Directors and Chairman.

Voting Membership

One Council Member and one Council Member Alternate (4 year term). It is a requirement to have an elected official be on the commission.

Appointment Time Commitment

- Number of meetings – Four times annually
- Pre-Meeting Preparation – Minimal, less than an hour
- Meeting Duration – Up to two hours in the evening
- Meeting Location - Acme
- Online Meeting Option - Yes

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement for mileage. Per diem and mileage paid directly to the appointee by the Commission.

Administration Support

Utility Operations

Calgary Metropolitan Regional Board

Mandate

To consider matters of regional significance of the Calgary Metropolitan Region.

Committee Authority

Rocky View County represents one vote on an external board.

Reason for Rocky View County Involvement

Legislatively required as per the *Calgary Metropolitan Region Board Regulation*.

Policy

Provincial Regulation- *Calgary Metropolitan Region Board Regulation*.

Voting Membership

By convention – One Council Member and one Council Member Alternate (1 year term).
Regulation states the representative must be an elected official.

Appointment Time Commitment

- Number of meetings
 - There has been 73 CMRB + sub-committee meetings since March 2018
 - CMRB Board Meetings – one per month
 - Land Use Committee + Servicing Committee – monthly meetings
 - Governance Committee – meeting every other month
 - Advocacy Committee – meeting once per month
- Pre-Meeting Preparation per meeting – Three plus hours with Intergovernmental Affairs
- Meeting Duration - Three to six hours with one hour travel (pre-COVID)
- Meeting Location – Various locations in Calgary
- Online Meeting Option - Yes

Compensation and Reimbursement

- Primary appointment is paid a \$200 per diem per meeting plus mileage directly from CMRB
- Alternate appointment is not paid a per diem unless substituting for the primary
- Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement for mileage.

Administration Support

Intergovernmental Relations

Calgary Airport Authority Board of Directors

Mandate

To manage and operate the Calgary International and Springbank Airports in a safe, secure and efficient manner and to advance economic and community development for the general benefit of the public in the region.

Board Authority

Rocky View County represents one vote on an external board. Responsible for the operation, management and development of YYC Calgary International Airport (YYC) and Springbank Airport (YBW), under a long-term lease from the Government of Canada.

Reason for Rocky View County Involvement

Transport Canada requires that each airport have a Board of Directors from key stakeholders in the region. Appointer organizations that appointment representatives to the Board of Directors include: Calgary Chamber of Commerce (9 members), City of Calgary (3 members) Government of Canada (2 members), Rocky View County (1 member).

Policy

Internal *Terms of Reference* for Director of the Calgary Airport Authority (Approval date: April 22, 2008), Provincial *Regional Airport Authorities Act*

Voting Membership

One external appointment through an application process. It is acknowledged that this appointment's first responsibility is to the Airport Authority and secondly to Rocky View County.

Appointment Time Commitment

- Number of meetings - Approximately five annually
- Pre-Meeting Preparation per meeting - Three hours
- Meeting Duration – Board meetings are three hours, Committee Meetings are two hours.
- Meeting Location – Calgary Airport
- Online Meeting Option - Yes

Compensation and Reimbursement

Board members are compensated directly by the Calgary Airport Authority.

Administration Support

Not Applicable

Reserves Coordinating Committee

Mandate

To deal with issues arising from Municipal reserve sites, cash-in-lieu payments and issues concerning school sites between Rocky View County, Rocky View Schools and the Calgary Catholic School District.

Committee Authority

The Reserves Committee is a joint use agreement between members.

Policy

Reserves Agreement (Approval date: April 23, 1998). Note: The agreement scheduled to be terminated on December 1, 2020.

Reason for Rocky View County Involvement

Rocky View County, Rocky View Schools and Calgary Catholic School District jointly approved an agreement titled 'Reserves Agreement' on April 23, 1998. This agreement replaced the 'Joint Use Agreement' between Rocky View County and Rocky View Schools, dated April 16, 1991 to include the Calgary Catholic School Authority.

Voting Membership

- Two Council Members (4 year term)
- One member from Rocky View Schools; and
- One member from Calgary Catholic Schools

Appointment Time Commitment

- Number of meetings – Meetings have not been occurring
- Pre-Meeting Preparation per meeting- Not Applicable
- Meeting Duration - Not Applicable
- Meeting Location - Not Applicable
- Online Meeting Option - Not Applicable

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Recreation, Parks and Community Support

Marigold Library Board

Mandate

To cultivate a collaborative library community to support a range of responsive, quality library services for its member municipalities by establishing yearly goals and objectives, preparing the annual report for the Province, and ensuring access to Provincial operating grants.

Board Authority

The Board's authority is derived from *Libraries Act* and Regulations of Alberta and the Marigold Agreement.

Policy

External - *Agreement by and between the parties comprising Marigold Library System*

Reason for Rocky View County Involvement

Rocky View County is a member of the Marigold Library System that contributes annual funding for the operation of the library system, Rocky View County is required to appoint a member to the Board.

Voting Membership

One member (3 year term). Note: Appointment may be a Council member, a community member at large or a Rocky View County employee.

Appointment Time Commitment

- Number of meetings - Over 20 meetings per year (including Board, Executive and Committee meetings). Rocky View County appointed trustee is automatically assigned to be on the Executive Committee due to population
- Pre-Meeting Preparation – Up to two hours (100 page agendas)
- Meeting and Duration Times - Board meetings occur on Saturdays, starting at 9:30 AM – 12:30 PM. Executive committee meetings typically start at 5:15 pm and last until 7:00 PM or later; other committee meetings start at various times and can last up to five hours each
- Meeting Location – In person at headquarters in Strathmore; board meetings are typically held at community hall locations throughout Marigold.
- Online Meeting Option – Yes due to COVID. No blended meetings, online for everyone, otherwise in person.

Compensation and Reimbursement

Board Members are reimbursed and compensated in accordance with Rocky View County Policy C-221, Board Committee Member Compensation and Reimbursement. Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement. Marigold does provide a \$75 Director's fee for each committee meeting attended, and compensates for mileage and accommodation when the Trustee has to overnight to attend meetings. (Marigold boundaries extend from the Saskatchewan to BC borders.) Compensation is set by Marigold Board Policy.

Administration Support

Recreation, Parks and Community Support

Intermunicipal Committees (Various)**Mandate**

Intermunicipal Committees are intended to enhance communication with adjacent municipalities and discuss matters of mutual interest.

Committee Authority

Intermunicipal Committees are advisory committees to Council. Appointed members do not have the ability to bind the County at any intermunicipal committees.

Policy

Internal – Intermunicipal *Terms of Reference* #C-IMC (Last Review: October 16, 2018)

Reason for Rocky View County Involvement

Regional planning, servicing, provincial advocacy are some topics of mutual interest with neighbouring municipalities.

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Intergovernmental Affairs

Municipality and Appointments (Adjacent Area councillor as per the Terms of Reference)	Appointment Commitment
City of Airdrie Councillors for Divisions 6 and 7	Three – Four times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
Village of Beiseker Councillors for Divisions 5 and 6	Two times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
City of Calgary Reeve, Deputy Reeve, and Chair of the Policy and Priorities Committee, with additional Councillors invited to attend if their division is affected;	Three – Four times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
City of Chestermere Councillors for Divisions 4 and 5	Three – Four times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
Town of Cochrane Councillors for Divisions 1,2,8 and 9	Three – Four times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
Town of Irricana Councillors for Divisions 5 and 6	One – Two times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.

Intermunicipal Collaboration Framework (ICF) Agreements (Various)**Mandate**

Municipalities that share a common boundary works towards providing for integrated and strategic planning, delivery and funding of intermunicipal services; steward scarce resources efficiently in providing local services; and ensure municipalities contribute funding to services that benefit their residents.

Committee Authority

ICF Committees are advisory committees to Council. Appointed members do not have the ability to bind the County at any intermunicipal committees.

Reason for Rocky View County Involvement

Intermunicipal Collaboration Frameworks are legislatively required as per the *Municipal Government Act* section 708.28.

Policy

Various joint Intermunicipal Collaboration Framework agreements.

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Intergovernmental Affairs

Municipality	Appointment as per Intermunicipal Collaboration Frameworks Agreement	Appointment Commitment
Village of Beiseker	Silent – default to the County Intermunicipal Terms of Reference	Two times a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
Municipal District of Bighorn	"The committee will consist of four members: two councillors from Bighorn and two councillors from RVC"	At least once every four years, 1.5 hour meetings with 30 minutes for preparation + travel time.
Town of Crossfield	"The Committee will consist of two Councillors from Crossfield and two Councillors from RVC"	Twice a year, 1.5 hour meetings with 30 minutes for preparation + travel time.
Kneehill County	"The Committee shall consist of: one councillor from Kneehill, one Councillor from RVC, and an alternate from each municipality"	Once every four years or as needed, 1.5 hour meetings with 30 minutes for preparation + travel time.
Mountain View County	"The committee shall consist of six members: three Councillors from Mountain View and three Councillors from RVC"	At least once every four years, 1.5 hour meetings with 30 minutes for preparation + travel time.
Wheatland County	"The committee shall consist of four members: two councillors from Wheatland and two Councillors from RVC"	Once a year, 1.5 hour meetings with 30 minutes for preparation + travel time.

Spray Lake Sawmills Recreation Park Society Board of Directors**Mandate**

To oversee the short and long-term issues regarding the future development of the park on which the sports centre is located.

Committee Authority

Rocky View County represents one vote on an external board of directors

Reason for Rocky View County Involvement

The Town of Cochrane and Rocky View County, as owners of the Spray Lake Sawmills Family Sport Centre and provides annual funding for facility operations through a funding agreement.

Policy

External policy- Spray Lake Sawmills Recreation Park Society Bylaw.

Voting Membership

By convention- One Council Member and one Council Member Alternate (4 year terms). It is not required for the County representative to be an elected official.

Appointment Time Commitment

Number of meetings - One meeting per month, last Friday of the month at 7:00 AM

Pre-Meeting Preparation -

Meeting Duration – Up to two hours

Meeting Location - Cochrane

Online Meeting Option – Yes, but not reliable

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Recreation, Parks and Community Support

Springbank Park for All Seasons Agricultural Society Board of Directors**Mandate**

To manage and operate the park and recreational facilities and promote agricultural, recreational, social and cultural development for residents of Rocky View County.

Committee Authority

Rocky View County represents one vote on an external board of directors.

Reason for Rocky View County Involvement

The Springbank Park for All Seasons Agricultural Society Bylaw requires Rocky View Public School and Rocky View County to appoint a member to sit on the Board of Directors for the Society. The Board is an operating board that receives annual funding from the County under a funding agreement.

Policy

External policy – Springbank Park for All Seasons Agricultural Society Bylaws (Approval date: September 26, 2016).

Voting Membership

One Council Member representing Division 2 or 3 (4 year term)

Appointment Time Commitment

- Number of meetings – Approximately six to nine times annually
- Pre-Meeting Preparation – One – two hours
- Meeting Duration – Less than three hours. Meeting are held Monday evenings at 7:00 PM
- Meeting Location - Springbank
- Online Meeting Option – Yes for COVID reasons, but in-person is the default

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Recreation, Parks and Community Support

Chestermere Regional Community Association

Mandate

The purpose of the Chestermere Regional Community Association is to assist with communication between the Chestermere Regional Community Association Board and Rocky View County.

Committee Authority

Rocky View County represents one vote on an external board of directors.

Reason for Rocky View County Involvement

- Rocky View County owns the land where the recreation facility is located.
- Rocky View County provides the Chestermere Regional Community Association annual funding for the facility operations.
- There is an existing cost sharing agreement between Chestermere and Rocky View County for capital and operating in order to provide County residents access to the facility.

Policy

External – Chestermere Regional Community Association Bylaws (Effective August 30, 2017)

Membership

By convention: One Council Member (four-year term). The bylaws do not indicate a requirement for any Rocky View County representation. There may be a further discussion required on future County representation due to the Board's relationship with Rocky View County.

Appointment Time Commitment

- Number of meetings – Held third Wednesday of every month
- Pre-Meeting Preparation – N/A
- Meeting Duration – N/A
- Meeting Location - Chestermere
- Online Meeting Option – N/A

Compensation and reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Recreation, Parks and Community Support

Beiseker Cooperative Seed Cleaning Plant

Mandate

The purpose of the Beiseker Seed Cleaning Plant is to clean common and pedigree seeds to the highest standards, improve crops through the prevention and control of improving the quality of seed, promote up-to-date methods of applying seed treatment chemicals for control of diseases and insects and maintain the standards and methods of producing true-to-type, high quality seed.

Committee Authority

Rocky View County represents one vote on an external board of directors (if voting). It is not a requirement for the County to be a voting member.

Reason for Rocky View County Involvement

When the plant was built in the 1950's, a funding agreement was formalized for one-third cost sharing between the Province, the Counties/Municipal Districts of Rocky View, Wheatland and Kneehill; and the seed producers. As a result, Rocky View County Council has been appointing a representative to sit on the Board of Directors.

Policy

External – Bylaws of K.I.B.A Seed Cleaning Plant Limited

Membership

By convention - One Council Member and one Council Member Alternate (4 year term). It is not a requirement for the County to be a voting member and the County is currently sitting as a non-voting board member.

Appointment Time Commitment

- Number of meetings - Four - Five times annually
- Pre-Meeting Preparation - None
- Meeting Duration – One hour in the evenings
- Meeting Location – Beiseker
- Other: Convention in Edmonton
- Online Option - None

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Not Applicable

Rocky View Foundation

Mandate

To provide affordable, safe, secure and well maintained residential housing choices for seniors residing within Rocky View County.

Committee Authority

Rocky View County represents one vote on an external board of directors

Reason for Rocky View County Involvement

An Order in Council was issued in 1964 by the Lieutenant Governor to approve the Master Agreement between the Province, Rocky View County, Airdrie, Beiseker, Cochrane, Crossfield, and Irricana to establish Rocky View Foundation. The agreement requires Council representative(s) from each of the municipalities named in the Order.

Policy

External policy – Rocky View Foundation

Voting Membership

By convention- Two Council Members (4 year term)

Appointment Time Commitment

- Number of meetings – Last Wednesday of the month with a three month break in the summer (July – September)
- Pre-Meeting Preparation – minimal, half hour to review
- Meeting Duration – One to two Hours. Meetings start at 6:30 PM, dinner is provided at 6:00 PM.
- Meeting Location – Head office is in Airdrie, Board meetings are also held at lodges (pre-COVID)
- Online Meeting Option - Yes

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement. A per diem is also provided by the Foundation.

Administration Support

Not Applicable

Canadian Badlands Tourism Association

Mandate

Founded in 2006, Canadian Badlands Tourism is the largest municipal tourism partnership in Canada, with over 60 municipal members across East Central and Southeastern Alberta. Its primary goal is to establish the Canadian Badlands as an iconic tourist destination.

Committee Authority

Rocky View County represents one vote on the Board of Directors.

Reason for Rocky View County Involvement

Rocky View County is one of 66 shareholders of the Canadian Badlands Tourism not-for-profit Board.

Policy

As per Council resolution on February 25, 2020

Voting Membership

One Council Member and one Council Member Alternate. Term of appointment not identified.

Appointment Time Commitment

- Number of meetings – One meeting per month
- Pre-Meeting Preparation – Two hours
- Meeting Duration – Two to Three hour meeting plus travel
- Meeting Location - Drumheller
- Online Meeting Option – None

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement. There is no per diem offered by the association.

Administration Support

Economic Development

Cochrane Ag Lands Advisory

Mandate

The Cochrane Ag Lands Advisory Committee serves to assist Council in making decisions related to the Lands.

Committee Authority

The Cochrane Ag Lands Committee is an advisory committee to Council.

Reason for Rocky View County Involvement

This ad-hoc committee is a working committee to advise Council on options for the County lands owned by the County and the possibility of selling the lands to the Town of Cochrane.

Policy

Internal – Cochrane Ag Lands Advisory Committee *Terms of Reference* #C-CALA

Appointments

- Two Council Members; the Division Nine Councillor and one other (4 year term)
- One Town of Cochrane Elected Official and one member of Town of Cochrane Administration

Appointment Time Commitment

This ad-hoc committee has been inactive. On March 10, 2020 Council provide direction to Administration on the execution of the Purchase and Sale Agreement. Upon the finalization of the agreement, Administration will be recommending no further appointments to this committee and to rescind the terms of reference.

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

None

**Joint Terms of Reference Intermunicipal Development Plan
Rocky View County and the Village of Beiseker****Joint Terms of Reference Intermunicipal Development Plan
Rocky View County and Wheatland County****Mandate**

To guide the preparation of an Intermunicipal Development Plan (IDP) in accordance with the requirements of the *Municipal Government Act*. IDP's formalizes existing Intermunicipal cooperation by establishing a process and planning documents to guide future land use and development.

Committee Authority

Intermunicipal Development Plan Committees are an ad-hoc advisory to Council. Appointed members do not have the ability to bind the County at any intermunicipal committees.

Reason for Rocky View County Involvement

Legislatively required as per section 631 the *Municipal Government Act*.

Policy

- Joint Terms of Reference Intermunicipal Development Plan Rocky View County and the Village of Beiseker (Approval date: March 12, 2019)
- Joint Terms of Reference Intermunicipal Development Plan Rocky View County and Wheatland County (Approval date: June 26, 2018)

Appointment Terms as per Agreement

- Joint Terms of Reference Intermunicipal Development Plan Rocky View County and the Village of Beiseker – “The committee will include a balanced representation of Council and Senior Administration from each municipality.”
- Joint Terms of Reference Intermunicipal Development Plan Rocky View County and Wheatland County – “Each Council will appoint two (2) or three (3) Councillors and the CAO or designate”
- Appointments have defaulted to the criteria as per the Intermunicipal Terms of Reference

Compensation and Reimbursement

Appointed Councillors are reimbursed as per Rocky View County Policy C-195 Council Compensation and Expense Reimbursement.

Administration Support

Intergovernmental Affairs