



ROCKY VIEW COUNTY
Cultivating Communities

Electoral Boundary & Governance Review

Terms of Reference

Purpose

- 1 Rocky View County's (the County) Electoral Boundary & Governance Review (EBG Review) is a review of:
 - (1) the County's governance structure to consider a mayor-at-large model; and
 - (2) the number and shape of the County's divisions in accordance with Electoral Boundary Review Policy C-702.



Scope

- 2 The EBG Review shall be completed by July 31, 2020 and shall include:
 - (1) a best practices review of electoral boundary and governance models in place in Alberta's municipal districts and specialized municipalities;
 - (2) a population analysis to determine the current demographic context in the County;
 - (3) a population projection to determine anticipated demographic change in the County;
 - (4) a spatial analysis of current and past electoral division boundaries, hamlet and approved plan (area structure plan and conceptual scheme) boundaries, and municipal census points to determine potential boundary adjustments;
 - (5) public engagement with County residents in alignment with a listen and learn approach;
 - (6) a workshop with Council to determine a preferred governance model based on research findings (e.g. retain an appointed Reeve or adopt mayor-at-large);
 - (7) GIS-based modelling of three electoral division scenarios that provide alternative approaches to balancing urban nodes and rural areas; and
 - (8) a recommendations report that outlines the EBG Review process and provides recommended options for Council consideration.





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Consultant Team

- 3 The County has retained ISL Engineering and Land Services Ltd., together with sub-consultants Transitional Solutions Ltd. and metro economics, to conduct the EBG Review.



Administrative Support

- 4 Administration supports the EBG Review through coordination of the consultant team, consultant workshops with Council, and internal administrative review of the recommendations report.



Presentations

- 5 The EBG Review presentations with Council shall be held in following order:
 - (1) present at a public Council meeting the terms of reference, work plan, and public participation strategy;
 - (2) present at a workshop to:
 - (a) review the findings of the best practices review, population analysis, and spatial analysis;
 - (b) review public feedback on the above items;
 - (c) discuss preferences on the number of Councillors in the County, and
 - (d) determine a preferred governance model;
 - (3) present at a public Council meeting three electoral division scenarios; and
 - (4) present at a public Council meeting the recommendations report.



Definitions

- 6 In this terms of reference:
 - (1) “administration” means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;



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- (2) “consultant team” means ISL Engineering and Land Services Ltd., Transitional Solutions Ltd., and metro economics, who have been retained to conduct the EBG Review;
- (3) “Council” means the duly elected Council of Rocky View County;
- (4) “Councillor” means a duly elected member of Rocky View County Council;
- (5) “County” means Rocky View County;
- (6) “EBG Review” means Electoral Boundary & Governance Review; and
- (7) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.