

# Organizational Meeting Agenda

October 24, 2017  
10:00 a.m.



ROCKY VIEW COUNTY  
Cultivating Communities  
911 – 32 AVENUE NE  
CALGARY, AB, T2E 6X6

## A CALL MEETING TO ORDER – Municipal Clerk

## B VOTING PROCEDURES

Voting procedures and voting by secret ballot with the destruction of the ballots at the end of the Organizational Meeting are completed in accordance with Section 185.1 of the *Municipal Government Act* and Section 7 of Procedure Bylaw C-7295-2013.

## C APPOINTMENT OF SCRUTINEERS

### Recommendation:

THAT Kent Robinson and Chris O'Hara be appointed Scrutineers for the 2017 organizational meeting.

## D ELECTION OF THE REEVE

*MGA Section 150(2)*

The **Municipal Clerk** calls for nominations.

The Reeve is sworn in once elected and will then chair the organizational meeting.

## E ELECTION OF THE DEPUTY REEVE

*MGA Section 152(1)*

The **Reeve** calls for nominations.

The Deputy Reeve is sworn in once elected.

## F ESTABLISH 2018 COUNCIL AND COMMITTEE MEETING DATES

1. Staff Report

Page 10

## G APPOINTMENT OF 'INTERNAL' COMMITTEES

### 1. Policy & Priorities Committee

Membership of the Policy and Priorities Committee is the Reeve and all members of Council. The appointment of the Vice-Chair shall be at the first meeting of the Committee as per Committees Bylaw C-6138-2005.

a. The Reeve calls for the appointment of the Chair for a one year term

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## 2. Agricultural Service Board

Membership of the Agricultural Service Board is three Councillors for a one year term and four farm members for a three year term as per the Agricultural Service Board Procedure 500. Of the four farm members appointed, two members must reside west of Highway 2 and two members must reside east of Highway 2. The Vice-Chair shall be appointed at the first board meeting.

- a. **The Reeve calls for the appointment of three Councillors for a one year term**
- b. **The Reeve calls for the appointment of the Chair of the Agricultural Service Board for a one year term**
- c. **The Reeve calls for the appointment of one member who resides east of Highway 2 for a three year term**

**Applicants:** *Vic Rosbek*  
*Jessica Van Gaalen (Incumbent)*

## 3. Assessment Review Board

Membership of the Assessment Review Board is five members at large for a three year term as per Assessment Review Board Bylaw C-6903-2010. The appointment of Chair shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of two members for a three year term**

**Applicants:** *Robert Doherty*  
*Don Kochan (Incumbent)*  
*Vic Rosbek*  
*Kathy Penney*  
*David Sheridan*

## 4. Municipal Emergency Advisory Committee

Membership of the Municipal Emergency Advisory Committee is the Reeve, Deputy Reeve, and any other Councillors that are appointed at the organizational meeting as per Municipal Emergency Management Bylaw C-7396-2014.

- a. **The Reeve calls for the appointment of the Reeve and Deputy Reeve and any other Councillors for a four year term**

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## **5. Family & Community Support Services Board**

Membership of the Family & Community Support Services Board is two Councillors and five rural members at large as per FCSS Board Bylaw C-7387-2014. The appointment of Chair and Vice-Chair shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of two Councillors for a one year term**
- b. **The Reeve calls for the appointment of four rural members at large for a two year term**

**Applicants:** *Deborah Hawkins (Incumbent)*  
*Sarita Barrett (Incumbent)*  
*Joan Bell*  
*Tiffany Fassnidge*  
*Hamish Kerfoot (Incumbent)*  
*Dimitri Dimopoulos (Incumbent)*

## **6. Subdivision & Development Appeal Board / Enforcement Review Committee**

Membership of the Subdivision & Development Appeal Board / Enforcement Review Committee is three Councillors, four members at large, and two alternate members at large as per Appeal and Review Panels Bylaw C-7717-2017. The appointment of the Chair and Vice Chair shall be at the first meetings of the Board and Committee

- a. **The Reeve calls for the appointment of three Councillors for a one year term**
- b. **The Reeve calls for the appointment of four members at large and two alternates for a two year term**

**Applicants:** *Gloria Wilkinson*  
*Joan Bell*  
*Kathy Penney*  
*Omkar Nath Channan (Incumbent)*  
*Robert Doherty*  
*Don Kochan (Incumbent)*  
*Hazel George (Incumbent)*  
*Ian Galbraith (Incumbent)*  
*Syd Hartley (Incumbent)*  
*Wendy Metzger (Incumbent)*  
*Martin Polach*  
*Roc Spence (Incumbent)*  
*Tiffany Fassnidge*  
*Vic Rosbek*  
*Margaret Bahcheli (Incumbent)*  
*Janet Ballantyne*

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## H APPOINTMENT OF 'EXTERNAL' COMMITTEES

### 1. Beiseker Seed Cleaning Plant

Membership of the Beiseker Seed Cleaning Plant includes Councillors from each of RVC, Kneehill County, the Villages of Beiseker and Acme, and the Hamlets of Kathryn and Keoma.

- a. **The Reeve calls for the appointment of the Division 6 Councillor for a four year term**

### 2. Bow River Basin Council

Membership of the Bow River Basin Council includes one RVC Councillor as well as commercial and industrial members, licensee members, municipal government members, provincial and federal government members, non-profit and academic members, First Nations members, and individual public members as per the bylaws of the Bow River Basin Council Society.

- a. **The Reeve calls for the appointment of the Division 1 Councillor for a four year term**

### 3. Elbow River Watershed Partnership

Membership of the Elbow River Watershed Partnership includes one RVC Councillor as well as members from various community groups and organizations, industry and academia, other levels of government, First Nations, agricultural industry, and other individuals as *per the Elbow River Water Management Plan Terms of Reference*.

- a. **The Reeve calls for the appointment of the Division 1 Councillor for a four year term**

### 4. CN Railway Site Committee

Membership of the CN Railway Site Committee is five voting members from the Conrich community, one non-voting members from Canadian National Railway, three non-voting RVC staff members, and the Division 5 Councillor in a non-voting capacity as per the CN Railway Site Committee Terms of Reference.

- a. **The Reeve calls for the appointment of the Division 5 Councillor for a four year term**

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## **5. Rocky View Foundation**

Membership of the Rocky View Foundation is two RVC Councillors and one Councillor from each of the City of Airdrie, Village of Beiseker, Town of Cochrane, Town of Irricana, and the Town of Crossfield.

**a. The Reeve calls for the appointment of two Councillors for a four year term**

## **6. Rocky View School District / Rocky View County Joint Working Committee**

Membership of the Joint Working Committee is four members at large from the North Bow Community Facility Board, two staff members from Rocky View School Division, and the Division 4 Councillor as per the Joint Use Langdon Facility Planning Committee Terms of Reference.

**a. The Reeve calls for the appointment of the Division 4 Council member for a four year term**

## **7. Spray Lakes Sawmill Recreation Parks Society**

Membership of the Spray Lakes Sawmill Recreation Parks Society is one RVC Councillor, one Councillor from the Town of Cochrane, three members at large, and four members from the Spray Lakes Sawmill Recreation Parks Society.

**a. The Reeve calls for the appointment of the Division 9 Councillor for a four year term**

## **8. Springbank Park for All Seasons Agricultural Society**

Membership of the Springbank Park for All Seasons is one RVC Councillor representing either Division 2 or 3, one Rocky View Schools Trustee, one member from the extended family of James and Irene Robinson, and the immediate past-president of the Springbank Park for All Seasons Agricultural Society as per the bylaws of the Springbank Park for All Seasons.

**a. The Reeve calls for the appointment of either the Division 2 or Division 3 Councillor for a four year term**

## **I APPOINTMENT OF RECREATION DISTRICTS**

### **1. Bearspaw Glendale Recreation District**

Membership of the Bearspaw Glendale Recreation District is one RVC Councillor, four members at large from the Bearspaw Glendale Recreation District, two members from the Bearspaw Glendale Community Association, one member from the Bearspaw Glendale Community Association Board of Directors, and one Rocky View School Board Trustee as per Bylaw C-7038-2011. Appointment of the Chair and Vice Chair for the Bearspaw Glendale Recreation District shall be at the first meeting of the Board.

**a. The Reeve calls for the appointment of the Division 8 Councillor for a four year**

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term

- b. **The Reeve calls for the appointment of one member from the Bearspaw Glendale Community Association for a three year term**

**Applicant:** *John Sherban (Incumbent)*

2. **Beiseker Recreation District**

Membership of the Beiseker Recreation District is one RVC Councillor, one Councillor from the Village of Beiseker, two members at large from the Village, one non-voting member at large from the Village, and two members at large from RVC as per Bylaw C-6638-2008. Appointment of the Chair and Vice Chair for the Beiseker Recreation District shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of the Division 6 Councillor for a four year term**
- b. **The Reeve calls for the appointment of one member at large from the Beiseker Recreation District for a three year term**

**Applicant:** *Wendy Metzger (Incumbent)*

3. **Bow North Recreation District**

Membership of the Bow North Recreation District is one RVC Councillor, one member of Rocky View Schools, and eleven members at large from the Bow North Recreation Area as per Bylaw C-7233-2012. Appointment of the Chair and Vice Chair for the Bow North Recreation District shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of the Division 4 Councillor for a four year term**
- b. **The Reeve calls for the appointment of two members at large from the Bow North Recreation District for a three year term**

**Applicants:** *Sheryce Hains  
Cori Gustavsen  
Jaclyn Reid*

4. **Chestermere-Conrich Regional Recreation District**

Membership of the Chestermere-Conrich Regional Recreation District is one RVC Councillor, one Councillor from the Town of Chestermere, three members at large from the Town, three members at large from RVC, the Chair of the Chestermere Regional Community Association, and one Rocky View School Board Trustee as per Bylaw C-6336-2006. Appointment of the Chair and Vice Chair for the Chestermere-Conrich Regional Recreation District shall be at the first meeting of the Board.

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- a. **The Reeve calls for the appointment of the Division 5 Councillor for a four year term**
- b. **The Reeve calls for the appointment of one member at large from the Chestermere-Conrich Regional Recreation District for a three year term**

**Applicant:** *None*

## **5. Crossfield Recreation District**

Membership of the Crossfield Recreation District is one RVC Councillor, one Councillor from the Town of Crossfield, two members at large from the Town, two members at large from RVC, and one non-voting member from Rocky View School Division as per Bylaw C-7470-2015. Appointment of the Chair and Vice Chair for the Crossfield Recreation District shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of the Division 6 Councillor for a four year term**
- b. **The Reeve calls for the appointment of one member at large from the Crossfield Recreation District for a three year term**

**Applicants:** *None*

## **6. Madden Recreation District**

Membership of the Madden Recreation District is one RVC Councillor, one member at large from the Madden & Recreation District Area, and one member at large from the Hamlet of Madden as per Bylaw C-6227-2006. Appointment of the Chair and Vice Chair for the Madden Recreation District shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of the Division 7 Councillor for a four year term**

## **7. Ranch Lands Recreation District**

Membership of the Ranch Lands Recreation District is one RVC Councillor, two members from the Ranchlands Recreation Area, two members from the Cochrane Agricultural Society, and two members from the Spray Lakes Sawmill Recreation Society as per Bylaw C-6297-2006. Appointment of the Chair and Vice Chair for the Ranch Lands Recreation District shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of the Division 9 Councillor for a four year term**
- b. **The Reeve calls for the appointment of one member from the Spray Lakes Sawmill Recreation Society for a three year term**

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**Applicants:** *None*

## **8. Rocky View Central District**

Membership of the Rocky View Central District is one RVC Councillor and seven members at large from the Rocky View Central District as per Bylaw C-6514-2007. Of the members at large, four must be from east of Highway 2 and three from west of Highway, and consist of an agricultural community resident, resident with young children, local business representative, non-profit representative, acreage resident, resident with no children at home, senior, and one Rocky View School Board Trustee. Appointment of the Chair and Vice Chair for the Rocky View Central District shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of either the Division 6 or 7 Councillor for a four year term**
- b. **The Reeve calls for the appointment of two members at large from east of Highway 2 for a three year term**

**Applicant:** *Gordon Miller (Incumbent)*

## **9. Rocky View East Regional Recreation District**

Membership of the Rocky View East Regional Recreation District is one RVC Councillor, one Councillor from the Town of Irricana, two members at large from the Rocky View East Recreation District, one non-voting member of Rocky View Schools, and five members at large representing the Hamlets of Keoma, Kathryn, Dalroy, Delacour, and Irricana Rural as per Bylaw C-6622-2008. Appointment of the Chair and Vice Chair for the Rocky View East Regional Recreation District shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of either the Division 5 or 6 Councillor and one alternate Councillor for a four year term**
- b. **The Reeve calls for the appointment of one member from the Rocky View East Recreation District for a three year term**

**Applicant:** *None*

- c. **The Reeve calls for the appointment of one member from the Hamlet of Keoma for a three year term**

**Applicants:** *Trevor Bell (Incumbent)*

- d. **The Reeve calls for the appointment of one member from the Hamlet of Delacour for a three year term**

**Applicant:** *Jim Laye*



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## **10. Rocky View West Recreation District**

Membership of the Rocky View West Recreation District is one RVC Councillor, one member from Rocky View Schools, and four to seven members at large as per Bylaw C-7296-2013. Appointment of the Chair and Vice Chair for the Rocky View West Recreation District shall be at the first meeting of the Board.

- a. **The Reeve calls for the appointment of either the Division 1, 2, or 3 Councillor and one alternate Councillor for a four year term**
- b. **The Reeve calls the appointment of four members at large from the Rocky View West Recreation District for a three year term**

**Applicants:** *Sarita Barrett*  
*Jan Erisman (Incumbent)*  
*Pam Janzen (Incumbent)*  
*Peter Hughes (Incumbent)*  
*Ronda Rankin (Incumbent)*

## **J OTHER APPOINTMENTS**

### **1. Aqua 7 Water Commission**

Membership of the Aqua 7 Water Commission is one RVC Councillor and one Councillor from each of Kneehill County, the Town of Irricana, and the Villages of Acme, Beiseker, Carbon, and Linden as per the bylaws of the Aqua 7 Water Commission.

- a. **The Reeve calls for the appointment of the Division 6 Councillor for a four year term and one alternate Council member for a four year term**

## **K ADJOURN THE MEETING**



## LEGISLATIVE AND LEGAL SERVICES

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**TO:** Council  
**DATE:** October 24, 2017 **DIVISION:** All  
**FILE:** 2000-100  
**SUBJECT:** 2018 Council and Committee Meeting Dates Calendar

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### <sup>1</sup>ADMINISTRATION RECOMMENDATION:

- Motion #1: THAT the 2018 Rocky View County Council meeting dates be approved as per Attachment A.
- Motion #2: THAT the 2018 Rocky View County Policy and Priorities Committee meeting dates be approved as per Attachment A.

### EXECUTIVE SUMMARY:

The purpose of this item is to set the dates for Council meetings and for Policy and Priorities Committee (PPC) meetings.

- The authority for Council to decide on the dates, times and places of Council meetings comes from the *Municipal Government Act*, section 193(1):  
  
“A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.”
- The authority for Council to decide on the dates of PPC meetings comes from the PPC Terms of Reference, at paragraph 5.

The attached calendar includes for Council’s information the dates of Agricultural Service Board meetings, as well as the dates of conferences and events that are often attended by Council members.

Administration recommends approval in accordance with **Option #1**.

### BACKGROUND:

#### Regular Meetings of Council

At regularly scheduled Council meetings, Administration normally prepares an agenda for Council that includes items such as public hearings on Redesignation applications, bylaw amendments, and other business items that require Council decisions. Agendas are provided to Council and the public the week before the Council meeting.

In the past, Rocky View County Council has held regular Council Meetings at 9:00 am on the second and fourth Tuesdays of each month with the exception of August, which has no

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<sup>1</sup> Administration Resources  
Charlotte Satink, Deputy Municipal Clerk

scheduled Council meetings. Administration is recommending that Council continue this schedule in 2018.

### **Policy and Priorities Committee (PPC)**

PPC is a committee of Council that is comprised of all members of Council. At PPC, the committee hears presentations from external groups, receives reports, and is tasked with making decisions on Council Policies.

In the past, PPC has been held the first Tuesday of each month starting at 9:00 a.m., and it is usually wrapped up by lunchtime. There is not usually a meeting in January or August. This decision is in front of Council today as the PPC Terms of Reference states, "dates and times of the Policy and Priorities Committee are determined at the annual organizational meeting." Administration recommends the same schedule for 2018 as has been used in the past. If Council approves this, please note that a Policy and Priorities Committee meeting is scheduled after a long weekend for the months of April, July, and September.

### **Subdivision and Development Appeal Board (SDAB)/Enforcement Appeal Committee (EAC)**

The SDAB and the EAC are a new concept for Rocky View County. In the past, the SDAB was divided into a Subdivision Appeal Committee and a Development Appeal Committee. These committees were staffed by different people and met on different days. The new bylaw combined the functions of the two committees into the Subdivision and Development Appeal Board (SDAB). The SDAB hears development appeals (i.e. appeals of development permit decisions and stop orders), as well as Subdivision Appeals (i.e. appeals of subdivision decisions or conditions). The Enforcement Appeal Committee is a new committee of Council that hears appeals of Compliance Orders, issued under s 545 and 546 of the *Municipal Government Act*.

The Panel holds meetings as necessary to consider and decide appeals as an appeal hearing must be held within 30 days after receipt of an appeal. To accommodate this time limit, the Board Clerk schedules meetings every third Wednesday.

### **County Manager Workshops**

In addition to the dates on the attached calendar, Councillors will be invited to various workshops throughout the year that are hosted by the County Manager on items that may be of interest to Councillors. These workshops are at the discretion of the County Manager and are not Council meetings; Councillor attendance is optional. Where possible, Administration tries to plan workshops during the same week as a Council meeting.

### **Agricultural Service Board**

The Agricultural Service Board acts as an advisory board to Council on agricultural matters affecting residents, while promoting and developing agricultural policies to meet the needs of the municipality. The Terms of Reference for the ASB states that this committee must meet at least five times per year and Administration intends to schedule a meeting in January, March, May, October, and November.

### **AAMDC Conventions**

The Alberta Association of Municipal Districts and Counties (AAMDC) is an independent association comprising Alberta's 69 counties and municipal districts. AAMDC members attend conventions to hear plenary speakers, participate in breakout sessions and vote on the resolutions that guide the AAMDC's advocacy efforts. In 2018, there are two conventions scheduled from March 19 to 21, 2018 and November 20 to 22, 2018.

**FCM Conference**

The Federation of Canadian Municipalities hosts a conference and tradeshow each year of engaging workshops, study tours and keynote speeches from Canada's federal political leaders. In 2018, the conference is held from May 31 to June 3, 2018 in Halifax.

**Agricultural Service Board Provincial Tour**

The Agricultural Service Board Provincial tour is hosted by any municipality that is interested. The Association of Alberta Agricultural Fieldmen keeps track of the tour information and schedule. The tour for 2018 will be held from July 10, 2018 to July 13, 2018 in Strathcona County.

**Agricultural Service Board Conferences**

The Regional Agricultural Service Board conference is held annually in October or November and the Provincial Conference is held in annually in January. The Province is divided into five regions and the hosting responsibilities of the Provincial Conference is rotated throughout the regions. The conferences allows members from across the province to learn about new agricultural issues and discuss resolutions to improve the agricultural industry within Alberta. The 2018 conference will be held in Grande Prairie from January 16 to 19, 2018 and the Regional Conference date is yet to be determined.

The approved council/committee meeting dates are published in the Rocky View Weekly, posted on the public information board at the Administration Building, and posted to the County's website.

**BUDGET IMPLICATION(S):**

N/A

**OPTIONS:**

Option #1:

Motion #1: THAT the 2018 Rocky View County Council meeting dates be approved as per Attachment A.

Motion #2: THAT the 2018 Rocky View County Policy and Priorities Committee meeting dates be approved as per Attachment A.

Option #2: THAT Council provide alternative direction.

Respectfully submitted,

"KENT ROBINSON"

\_\_\_\_\_  
General Manager

cs/adk

Concurrence,

"KEVIN GREIG"

\_\_\_\_\_  
County Manager

ATTACHMENT A: Proposed 2018 Council and Committee Meeting Dates

ATTACHMENT A



2018 Rocky View County  
Council & Committee Dates <sup>(1)</sup>  
911 – 32 Avenue NE, Calgary, Alberta

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

  

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31					29	30	31				

  

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31				

  

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31				

Council Meetings @ 9:00 am (Org Meeting October 23)	Green	SDAB & EAC Meeting	Blue
Policy & Priorities Committee @ 9:00 am	Yellow	ASB Meeting	Brown
Rocky View County Stat Holidays	Red	ASB Conference (Grande Prairie)	Purple
AAMDC Conventions (Spring & Fall)	Pink	ASB Provincial Tour (Strathcona County)	Orange
FCM Conference (Halifax)	Grey		

(1) All Council & Committee meeting dates are subject to change by resolution. Special meetings may be added as per the *Municipal Government Act*.

Approved: