

# Council Meeting Agenda

June 26, 2018

9:00 a.m.



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

## CALL MEETING TO ORDER

## UPDATES/ACCEPTANCE OF AGENDA

### A CONFIRMATION OF MINUTES

1. June 12, 2018 Council Meeting

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### B FINANCIAL REPORTS

- None

### C APPOINTMENTS/PUBLIC HEARINGS

**NOTE:** As per Section 606(2)(a) of the *Municipal Government Act*, the Public Hearings were advertised in the Rocky View Weekly on May 29, 2018 and June 5, 2018.

## MORNING APPOINTMENTS 10:00 A.M.

1. Division 4 – File: PL20170134 (03316008)  
Bylaw C-7790-2018 – Redesignation Item – Residential Two District to  
Business Industrial Campus District

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2. Division 5 – File: PL20180027 (04319049)  
Bylaw C-7785-2018 – Redesignation Item – Site Specific Amendment to Direct  
Control Bylaw C-5250-2000 (DC-11)

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### D GENERAL BUSINESS

1. Division 4 – File: 6060-300 – Langdon Community Association Emergency  
Funding Request

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2. Divisions 4 & 5 – File: 3000-300 – Strathmore RCMP Watch Clerk Position

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9:00 a.m.



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

3. All Divisions – File: 1034-500 – Intermunicipal Collaboration Framework –  
Terms of Reference for Rural Municipalities

Note: This item should be considered in conjunction with item D-4

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4. All Divisions – File: 1011-100 – Intermunicipal Development Plan – Terms of  
Reference for Rural Municipalities

Note: This item should be considered in conjunction with item D-3

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E BYLAWS

1. All Divisions – File: 0170 – Bylaw C-7768-2018 – Council Code of Conduct  
Bylaw

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F UNFINISHED BUSINESS  
- None

G COUNCIL REPORTS

H MANAGEMENT REPORTS  
- None

I NOTICES OF MOTION  
- None

J SUBDIVISION APPLICATIONS  
- None

K COMMITTEE OF THE WHOLE/IN CAMERA

1. RVC2018-16

THAT Council move in camera to consider a personnel matter pursuant to the  
following sections of the *Freedom of Information and Protection of Privacy Act*:

Section 17 – Disclosure harmful to personal privacy

Section 19 – Confidential evaluations

ADJOURN THE MEETING

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A regular meeting of the Council of Rocky View County was held in Council Chambers of the Municipal Administration Building, 911 – 32<sup>nd</sup> Avenue NE, Calgary, Alberta on June 12, 2018 commencing at 9:00 a.m.

Present:	Division 6	Reeve G. Boehlke
	Division 5	Deputy Reeve J. Gautreau
	Division 1	Councillor M. Kamachi
	Division 2	Councillor K. McKylor
	Division 3	Councillor K. Hanson
	Division 4	Councillor A. Schule
	Division 7	Councillor D. Henn
	Division 8	Councillor S. Wright
	Division 9	Councillor C. Kissel

Also Present:

- K. Robinson, General Manager
- C. O'Hara, General Manager
- S. Jewison, Manager, Utility Services
- B. Woods, Manager, Financial Services
- R. Barss, Manager, Intergovernmental Affairs
- M. Wilson, Planning Supervisor, Planning Services
- V. Diot, Engineering Supervisor, Engineering Services
- D. Hafichuk, Capital Infrastructure Projects Supervisor, Engineering Services
- P. Simon, Planner, Planning Services
- J. Kirychuk, Planner, Planning Services
- J. Anderson, Planner, Planning Services
- S. Kunz, Planner, Planning Services
- A. Pare, Engineering Support Technician, Engineering Services
- C. Graham, Municipal Lands Administrator, Agriculture and Environmental Services
- C. Satink, Deputy Municipal Clerk, Legislative and Legal Services
- T. Andreasen, Legislative Clerk, Legislative and Legal Services

**Call to Order**

The Chair called the meeting to order at 9:00 a.m. with all members present.

**1-18-06-12-01**

**Updates/Acceptance of Agenda**

MOVED by Councillor McKylor that an emergent business item be added to the June 12, 2018 Council meeting agenda regarding the appointment of the Interim County Manager.

Carried

MOVED by Councillor Hanson that the June 12, 2018 Council meeting agenda be accepted as amended.

Carried

**1-18-06-12-02**

**Confirmation of Minutes**

MOVED by Deputy Reeve Gautreau that the May 22, 2018 Council meeting minutes be accepted as amended.

Carried

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**1-18-06-12-14 (D-5)**

**All Divisions – Emergent Business Item – Appointment of the Interim County Manager**

**File: N/A**

MOVED by Councillor McKylor that in accordance with section 206 of the *Municipal Government Act*, Rick McDonald be appointed as the Interim County Manager of Rocky View County.

Carried

**1-18-06-12-06 (D-1)**

**Division 8 – Tax Relief Due To Fire Loss – Roll #06712101**

**File: 06712101**

MOVED by Councillor Wright that the 2016 and 2017 municipal tax cancellation request for roll #06712101 due to fire damage, in the amount of \$2,935.68, be approved.

Carried

**1-18-06-12-07 (D-2)**

**Division 8 – Road Dedication affecting County Lands**

**File: 05736008/6030-100**

MOVED by Councillor Wright that the requested assignment of the 0.08 acre portion of County Lands known legally as Block R-9; Plan 1085 LK be approved for road dedication.

Carried

**1-18-06-12-08 (D-3)**

**All Divisions – Municipal Lands Office 2018 Disposal Work Plan**

**File: 6030-200**

MOVED by Councillor Kissel that Administration be directed to proceed with the 2018 Disposal Work Plan and sell County surplus former road allowances to adjacent landowners.

Carried

**1-18-06-12-09 (D-4)**

**Divisions 1, 2, 7, 8, and 9 – Bearspaw Reservoir Task Force – Terms of Reference**

**File: N/A**

MOVED by Deputy Reeve Gautreau that the Bearspaw Reservoir Task Force Terms of Reference be approved as per Attachment 'A'.

Carried

**1-18-06-12-10 (E-1)**

**Division 9 – Bylaw C-7745-2017 – Road Closure and Consolidation of two portions of Road Allowance known as Range Road 45**

**File: PL20160018**

MOVED by Councillor Kissel that Bylaw C-7745-2017 be amended by replacing Schedule 'A' with the final Road Closure Plan as per Attachment 'B'.

Carried

MOVED by Councillor Kissel that Bylaw C-7745-2017 be given second reading as amended.

Carried



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MOVED by Deputy Reeve Gautreau that Bylaw C-7745-2017 be given third and final reading as amended.  
Carried

MOVED by Councillor Kissel that the 5.98 acres of land be transferred and sold to the applicants Joel Hillis and Elmer (Buster) Fenton subject to:

- a) a sales agreement being signed at the appraised value of \$2,340.00 per acre, totaling \$14,000.00 (rounded), plus \$2,750.00 for the cost of the appraisal and all applicable taxes;
- b) that all incidental costs to create title and consolidation with the adjacent lands are at the expense of the applicants; and
- c) the terms of the sales agreement shall be completed within one year after Bylaw C-7745-2017 receives third and final reading.

Carried

**1-18-06-12-11 (I-1)**

**Division 9 – Notice of Motion – Councillor Kissel and Councillor Hanson – 146 acre parcel of Rocky View County Lands leased by the Cochrane and District Agricultural Society**

**File: N/A**

<b>Notice of Motion:</b>	To be read in at the June 12, 2018 Council Meeting  To be debated at the July 10, 2018 Council Meeting
<b>Title:</b>	<b>146 acre parcel of Rocky View County Lands leased by the Cochrane and District Agricultural Society</b>
<b>Presented By:</b>	<b>Councillor Crystal Kissel, Division 9 and Councillor Kevin Hanson, Division 3</b>
<b>Whereas</b>	Being almost an entirely new Council, it is important that Council has a clear understanding of the best use of the land for the future; and
<b>Whereas</b>	This land was gifted to the residents of Rocky View County in 1999 by Her Majesty the Queen in Right of Alberta as represented by the Minister of the Environment for the total cost of \$1.00; and
<b>Whereas</b>	There has been no Council decision as a whole made through a resolution to dispose of the 146 acre parcel of land; and
<b>Whereas</b>	There have been numerous studies completed, including the 2010 County Community Needs Assessment Survey, the 2010 Ranch Lands Community Survey, the 2013 Tri-Party Concept Plan, and the 2014 Town of Cochrane Community Survey; and
<b>Whereas</b>	The Cochrane and District Agricultural Society presented at the May 1, 2018 Policy and Priorities Committee meeting and raised some concerns regarding its business plan that did not include how the existing land could best be utilized should the Cochrane and District Agricultural Society plan to stay; and
<b>Whereas</b>	The modernized <i>Municipal Government Act</i> and mandated membership in the Calgary Growth Management Board requires each municipality to specifically

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outline the provision of municipal services and facilities for collaborative and beneficial outcomes; and

**Whereas**

The responsibility for parks planning rests with local government and that recreation planning is a key part of the process of improving leisure opportunities available to residents and improving the health and well-being of the community; and

**Whereas**

Open space and recreational facilities that are of particular social value to the local community should be recognized and given protection by local planning authorities through appropriate planning policy. Open space of particular quality may include:

- 1) Areas of open space in urban areas that provide an important local amenity and variety of recreational opportunities;
- 2) Areas of open space that provide a community resource and use for agricultural shows and cultural festivals; and
- 3) Areas of open space that benefit wildlife and biodiversity; and

**Whereas**

Once all information is received, whether through studies, Administration, or public engagement, this Council will be able to decide the best direction for this land asset disposal serving the Rocky View County residents' best interests;

**THEREFORE, BE IT RESOLVED** that the Lands under the current lease by the Cochrane and District Agricultural Society be removed from the land disposal list until a time that Council has a clear understanding as to the best and most appropriate use of the land and provides direction on whether the land asset disposal is in the County's residents' best interest.

**1-18-06-12-12 (J-1)**

**Division 2 – Subdivision Item – Residential One District**

**File: PL20180006 (05702033)**

MOVED by Councillor McKylor that the applicant be allowed to speak on the subdivision application.

Carried

In Favour:

Councillor Wright  
Councillor Henn  
Councillor Schule  
Councillor McKylor  
Councillor Kamachi

Opposed:

Councillor Kissel  
Deputy Reeve Gautreau  
Reeve Boehlke  
Councillor Hanson

The Chair called for a recess at 9:47 a.m. and called the meeting back to order at 9:54 a.m. with all previously mentioned members present.

The applicant, Terry Dowsett, proceeded to address Council regarding the conditions of approval for subdivision application PL20180006.

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MOVED by Councillor McKylor that condition 4 in Appendix 'A' be amended to require payment of the transportation off-site levy on Lot 1 only.

Carried

In Favour:

Councillor Henn  
Councillor Schule  
Deputy Reeve Gautreau  
Reeve Boehlke  
Councillor McKylor  
Councillor Kamachi

Opposed:

Councillor Kissel  
Councillor Wright  
Councillor Hanson

MOVED by Councillor McKylor that item J-1 be tabled until after the public hearings.

Carried

**1-18-06-12-03 (C-1)**

**Division 1 – Bylaw C-7787-2018 – Redesignation Item – Residential Two District to Residential One District**

**File: PL20170053 (03901008)**

MOVED by Councillor Kamachi that the public hearing for item C-1 be opened at 10:09 a.m.

Carried

Person(s) who presented: Jovan Vujinovic, Applicant

Person(s) who spoke in favour: None

Person(s) who spoke in opposition: None

Person(s) who spoke in rebuttal: None

MOVED by Councillor Kamachi that the public hearing for item C-1 be closed at 10:18 a.m.

Carried

MOVED by Councillor Kamachi that Bylaw C-7787-2018 be given first reading.

Carried

MOVED by Deputy Reeve Gautreau that Bylaw C-7787-2018 be given second reading.

Carried

MOVED by Councillor Schule that Bylaw C-7787-2018 be considered for third reading.

Carried

MOVED by Councillor Kamachi that Bylaw C-7787-2018 be given third and final reading.

Carried

The Chair called for a recess at 10:25 a.m. and called the meeting back to order at 10:36 a.m. with all previously mentioned members present.

**1-18-06-12-04 (C-2)**

**Division 8 – Bylaw C-7789-2018 – Redesignation Item – Residential Two District to Residential One District**

**File: PL20170152 (06713017)**

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MOVED by Councillor Wright that the public hearing for item C-2 be opened at 10:37 a.m.

Carried

Person(s) who presented: Justin Fleming, Applicant

Person(s) who spoke in favour: None

Person(s) who spoke in opposition: None

Person(s) who spoke in rebuttal: None

MOVED by Councillor Wright that the public hearing for item C-2 be closed at 10:45 a.m.

Carried

MOVED by Councillor Wright that Bylaw C-7789-2018 be given first reading.

Carried

MOVED by Councillor Schule that Bylaw C-7789-2018 be given second reading.

Carried

MOVED by Deputy Reeve Gautreau that Bylaw C-7789-2018 be considered for third reading.

Carried

MOVED by Councillor Wright that Bylaw C-7789-2018 be given third and final reading.

Carried

**1-18-06-12-05 (C-3)**

**Division 4 – Bylaw C-7674-2017 – Redesignation Item – Fragmented Country Residential – Agricultural Holdings District to Residential Two District**

**File: PL20150116 (03218008/8020/9019/9035)**

Councillor Schule declared a potential conflict of interest and abstained from the discussion and voting on redesignation application PL20150116. Councillor Schule proceeded to leave the meeting at 10:46 a.m.

MOVED by Councillor McKylor that the public hearing for item C-3 be opened at 10:46 a.m.

Carried

Abstained: Councillor Schule

The Chair called for a recess at 10:47 a.m. and called the meeting back to order at 10:50 a.m. with all previously mentioned members present with the exception of Councillor Schule.

MOVED by Councillor Henn that the letters of support be accepted.

Carried

Abstained: Councillor Schule

Person(s) who presented: Bart Carswell, Carswell Planning, Applicant

Person(s) who spoke in favour: None

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Person(s) who spoke in opposition: Bryan Johnson, Resident  
Brad Tennant, Resident  
Sylvia Gibson, RGA Design  
Vern Bretin, Resident

Person(s) who spoke in rebuttal: Bart Carswell, Carswell Planning, Applicant

MOVED by Councillor McKylor that the public hearing for item C-3 be closed at 11:51 a.m.

Carried  
Abstained: Councillor Schule

MOVED by Deputy Reeve Gautreau that Bylaw C-7674-2017 be given first reading.

Carried  
Abstained: Councillor Schule

<u>In Favour:</u>	<u>Opposed:</u>
Councillor Kissel	Councillor Wright
Councillor Henn	Councillor McKylor
Councillor Schule	
Deputy Reeve Gautreau	
Reeve Boehlke	
Councillor Kamachi	

The Chair called for a recess at 11:59 a.m. and called the meeting back to order at 12:12 p.m. with all previously mentioned members present with the exception of Councillor Schule.

Councillor Schule returned to the meeting at 12:13 p.m.

**1-18-06-12-12 (J-1)**

**Division 2 – Subdivision Item – Residential One District**

**File: PL20180006 (05702033)**

MOVED by Councillor McKylor that item J-1 be lifted from the table.

Carried

MOVED by Councillor McKylor that condition 10 be deleted from Appendix 'A'.

Carried

<u>In Favour:</u>	<u>Opposed:</u>
Councillor Henn	Councillor Kissel
Councillor Schule	Councillor Wright
Deputy Reeve Gautreau	Councillor Hanson
Reeve Boehlke	
Councillor McKylor	
Councillor Kamachi	

MOVED by Councillor McKylor that Council acknowledges and approves the secondary approach to Lot 2 in accordance with Policy 402;

AND that Subdivision Application PL20180006 be approved with the conditions noted in Appendix 'A' as amended:

- A. That the application to create a  $\pm 0.83$  hectare ( $\pm 2.05$  acre) parcel with a  $\pm 0.83$  hectare ( $\pm 2.05$  acre) remainder from Lot 1, Block 14, Plan 8710689, within NW-2-25-3-W5M has been evaluated in terms of

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Section 654 of the *Municipal Government Act* and Sections 7 and 14 of the *Subdivision and Development Regulations*, and having considered adjacent landowner submissions, it is recommended that the application be approved as per the Tentative Plan for the reasons listed below:

- 1) The application is consistent with statutory policy;
  - 2) The subject lands hold the appropriate land use designation;
  - 3) The technical aspects of the subdivision proposal have been considered, and are further addressed through the conditional approval requirements.
- B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the condition will be met, in accordance with all County Policies, Standards and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a Qualified Professional, licensed to practice in the Province of Alberta, within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

*Plan of Subdivision*

- 1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

*Transportation and Access*

- 2) The Owner shall construct a new paved approach on Lariat Loop in order to provide access to Lot 1.
- 3) The Owner shall upgrade the secondary existing field approach to Lot 2, as shown on the approved Tentative Plan, to County standards, or remove the approach.

*Fees and Levies*

- 4) The Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-7356-2014 prior to entering into the Development Agreement. The County shall calculate the total amount owing:
  - a) from the total gross acreage of Lot 1, as shown on the Plan of Survey.
- 5) The Owner shall pay the County subdivision endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one (1) new lot.

*Site Servicing*

- 6) The Owner is to provide confirmation of the tie-in for connection to North Springbank Water Co-op., an Alberta Environment licensed piped water supplier, for Lot 1, as shown on the Approved Tentative Plan. This includes providing the following information:
  - a) Documentation proving that water supply infrastructure requirements, including servicing to the property, have been installed, or installation is secured between the developer and water supplier, to the satisfaction of the water supplier and the County.
- 7) The Owner is to enter into a Deferred Services Agreement with the County, to be registered on title for each proposed Lots 1 & 2, indicating:

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- a) Requirements for each future Lot Owner to connect to County wastewater, and stormwater systems at their cost when such services become available;
  - b) Requirements for decommissioning and reclamation once County servicing becomes available.
- 8) The Owner is to enter into a Development Agreement (Site Improvements / Services Agreement) with the County that shall include the following:
- a) The construction of a packaged sewage treatment system meeting BNQ or NSF 40 Standards, in accordance with the findings of the Private Sewage Treatment System Assessment and Site Evaluation prepared by Sedulous Engineering (July 2017).

*Developability*

- 9) The Owner shall provide an update to the Site Specific Implementation Plan (Sedulous Engineering, July 2017) to include the minimum building opening elevation in the report. If improvements are required, the Owner shall enter into a Development agreement (Site Improvements/Services Agreement) with the County to follow the recommendations outlined in the updated SSIP. Implementation of the Site Specific Implementation Plan shall include:
- a) a Development Agreement (Site Improvement Service Agreement) to be entered into with the County, addressing the design and construction of the required improvements, should the recommendations of the Stormwater Management Plan indicate that improvements are required;
  - b) Registration of any required easements and / or utility rights-of-way;
  - c) Provision of necessary approvals and compensation to Alberta Environment and Parks for wetland loss and mitigation;
  - d) Provision of necessary Alberta Environment and Parks registration documentation and approvals for the stormwater infrastructure system.
- 10) The Owner is to provide a Geotechnical Developable Area Assessment to prove there is a minimum of one contiguous developable acre (1.0 acre) of land within Lot 1.
- a) Private Sewage Treatment System testing and analysis, shall be located within the defined contiguous developable acre.

*Taxes*

- 11) All taxes owing, up to and including the year in which subdivision is to be registered, are to be paid to the County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

**C. SUBDIVISION AUTHORITY DIRECTION**

- 1) Prior to final endorsement of the Subdivision, Administration is directed to present the Owner with a Voluntary Recreation Contribution Form and to ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.

Carried

In Favour:

Councillor Wright  
Councillor Henn  
Councillor Schule  
Deputy Reeve Gautreau  
Reeve Boehlke  
Councillor Hanson  
Councillor McKylor  
Councillor Kamachi

Opposed:

Councillor Kissel

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Councillor Schule left the meeting at 12:19 p.m.

The Chair called for a recess at 12:20 p.m. and called the meeting back to order at 12:28 p.m. with all previously mentioned members present with the exception of Councillor Schule.

**1-18-06-12-05 (C-3)**

**Division 4 – Bylaw C-7674-2017 – Redesignation Item – Fragmented Country Residential – Agricultural Holdings District to Residential Two District**

**File: PL20150116 (03218008/8020/9019/9035)**

MOVED by Councillor McKylor that further consideration of Bylaw C-7674-2017 be tabled *sine die* pending the following:

- 1) The Applicant is to provide a Phase II aquifer testing report for a minimum of seven lots (every second lot) and incorporate a minimum of two observation wells in that testing;
- 2) The Applicant is to investigate road upgrade options for Canal Court including but not limited to permanent dust control through calcium injection;
- 3) The Applicant is to investigate access and ownership arrangements associated with Lots 20 and 21 (Block 3, Plan 0214041) and obtain any necessary legal opinions; and
- 4) The Applicant is to undertake further community engagement on all raised concerns.

Carried  
Abstained: Councillor Schule

Councillor Schule returned to the meeting at 12:32 p.m.

**1-18-06-12-13 (G-1)**

**Council Reports**

Deputy Reeve Gautreau reported on his attendance at the 2018 Federation of Canadian Municipalities conference held in Halifax.

**Adjournment**

MOVED by Deputy Reeve Gautreau that the June 12, 2018 Council Meeting be adjourned at 12:33 p.m.

Carried

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REEVE

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CAO or Designate



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**PLANNING SERVICES**

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**TO:** Council  
**DATE:** June 26, 2018 **DIVISION:** 4  
**TIME:** Morning Appointment  
**FILE:** 03316008 **APPLICATION:** PL20170134  
**SUBJECT:** Redesignation Item – Residential Two District to Business Industrial Campus District

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

THAT application PL20170134 be refused.

**EXECUTIVE SUMMARY:**

The purpose of this application is to redesignate the subject lands from Residential Two District to Business Industrial Campus District. As the lands are not located within the boundaries of an area structure plan or conceptual scheme, the application was evaluated with the policies of the County Plan.

Despite requests by Administration, the Applicant did not provide detailed information on the proposed use of the site, a rationale to support the proposed location of the unknown business use(s), or a Transportation Impact Assessment, which are required in accordance with the County Plan. Because sufficient information was not provided, Administration can neither determine if the proposed development would have potential impacts on the surrounding road network, nor confirm how much traffic the proposed development could generate.

Administration does not recommend approval of the application for the following reasons:

- The Applicant did not provide a justification for the proposed location of the business use; thus, the application does not meet Policy 14.21;
- A Traffic Impact Assessment was not submitted; therefore, the application does not meet the criteria outlined in Policy 14.22. Administration cannot, therefore, determine whether the traffic generated could impact the overall transportation network;
- The Applicant did not provide specific details on the proposed business use. Therefore, insufficient information is available to determine if the proposed business use would have a negative impact on adjacent lands due to traffic, noise, and dust.

Consequently, Administration recommends refusal in accordance with **Option #3**. Alternatively, Council may elect to table the application sine die pending the Applicant's provision of a Traffic Impact Assessment, planning rationale, and impact analysis, in accordance with Option #2.

**DATE APPLICATION RECEIVED:** September 12, 2017

**DATE APPLICATION DEEMED COMPLETE:** Deemed incomplete at time this report was drafted.

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**PROPOSAL:** To redesignate the subject lands from Residential Two District to Business Industrial Campus District.

**LEGAL DESCRIPTION:** Lot: 1, Block: 1, Plan: 0214125; SE-16-23-28-W04M

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<sup>1</sup> **Administration Resources**

Jamie Kirychuk, Planning Services  
Gurbir Nijjar, Engineering Services

<b>GENERAL LOCATION:</b>	Located approximately 0.40 kilometres (1/4 mile) north of Township Road 232 and on the west side of Range Road 283.
<b>APPLICANT:</b>	Paul Schneider
<b>OWNERS:</b>	Jan & Maria Rozek
<b>EXISTING LAND USE DESIGNATION:</b>	Residential Two District
<b>PROPOSED LAND USE DESIGNATION:</b>	Business Industrial Campus
<b>GROSS AREA:</b>	± 1.62 hectares (4.00 acres)
<b>SOILS (C.L.I. from A.R.C.):</b>	<b>Class 1 and 170 1W, I30</b> – No significant limitation except for excessive wetness and flooding.

**PUBLIC & AGENCY SUBMISSIONS:**

The application was circulated to 18 adjacent landowners; one letter of support and no letters of opposition were received (see Appendix 'D'). The application was also circulated to a number of internal and external agencies. The responses are available in Appendix 'A'.

**HISTORY:**

<b>May 29, 2011</b>	Application to redesignate the subject lands from Agricultural Holdings District to Residential Two District was approved by Council.
<b>April 30, 2002</b>	Application to subdivide the subject lands to create a 4 acre lot with a 12 acre remainder was approved by Council.
<b>December 6, 2002</b>	Plan 0214125 registered at land titles creating the subject lands.

**BACKGROUND:**

The subject land contains an existing dwelling that is serviced by a well and a conventional private sewage treatment system. Access to the parcel is currently provided by a paved approach from Range Road 283. The subject land is located in an area of the County that is primarily agriculture in nature with several industrial parcels to the north and south. The adjacent industrial land uses consist of Business Industrial Campus, Business Agricultural Services, and Industrial – Industrial Storage.

The topography of the land is generally flat with no foreseen development restrictions.

For applications of this nature, supporting technical information is required to determine if offsite impacts to adjacent properties might occur and result in conflicts with neighbouring parcels. Despite requests by Administration, the Applicant did not provide the supporting technical materials to demonstrate the feasibility of the development from a transportation perspective, and at this time, consequences are unknown. As no subdivision is proposed, this information cannot be required as a condition of subdivision.

**POLICY ANALYSIS:**

As the subject lands are not located within the policy area of an area structure plan or a conceptual scheme, this application was evaluated using the Business Development policies of the County Plan. The Rocky View County/City of Calgary Intermunicipal Development Plan provides guidance for development in the area as well.

County Plan

The Business Development policies of the County Plan are identified in Section 14. Policy 14.2 directs “*business development to locate in identified business areas as identified on Map 1.*” These are then required to be under the guidance of an approved area structure plan (Policy 14.4). This area is not located within the boundaries of an area structure plan, and therefore does not meet either of these policies.

While the County Plan intends to guide business development to areas of the County that are better positioned from a planning and infrastructure availability perspective, it is cognizant of the fact that business opportunities arise in other locations. According to Policy 14.21, “*applications to redesignate land for business uses outside of a business area shall provide a rationale that justifies why the proposed development cannot be located in a business area.*” In this case, no rationale was given, aside from the desire to expand the existing home-based business.

Additionally, Policy 14.22 provides a list of criteria for the evaluation of business development proposals that are not located within a business area. These criteria were assessed with the Applicant’s proposal.

*14.22 Proposals for business development outside of a business area should:*

- a. be limited in size, scale, intensity, and scope;*
  - The Applicant indicated that there are plans to expand the existing home-based business for auto and truck repairs (PRDP20172099). Further details regarding this expansion, however, were not provided. At this time, Administration has insufficient information on the potential impacts of this development, and therefore, the application does not meet this requirement.
- b. have direct and safe access to a paved County road or Provincial highway;*
  - The parcel does have access to a paved road; however, the Applicant did not provide detailed information on the proposed business use nor a Traffic Impact Assessment to determine if the safety requirement can be met. Range Road 283 is a paved County Road, and further network upgrades may be necessary due to increased development within the area. Without the submission of a Traffic Impact Assessment, these potential network upgrades are unknown.
- c. provide a traffic impact and intersection assessment; and*
  - The Applicant did not provide a Traffic Impact Assessment, and therefore, the application does not meet this requirement. Without the submission of a Traffic Impact Assessment, Administration does not have sufficient information to determine whether there could be potential impacts of this development on the surrounding road network, nor can it be confirmed how much traffic the proposed development is expected to generate.
- d. minimize adverse impacts on existing residential, business, or agricultural uses.*
  - The subject land is located in an area of the County that is primarily agriculture in nature with several industrial parcels to the north and south. Although the addition of another industrial parcel is likely compatible, there is insufficient information to determine if the proposed business use would have a negative impact on adjacent lands due to traffic, noise, and dust generated from the proposed business.

Rocky View County / City of Calgary Intermunicipal Development Plan

As the subject lands are located within the policy area of the Rocky View County/City of Calgary IDP, Policy 27.17 of the County Plan requires that the IDP be considered in the evaluation of this

application. The subject lands are located within the industrial portion of the “*Identified City of Calgary Growth Areas*” on Map 4. This map indicates that both municipalities identify the area as being generally appropriate for industrial development.

Policy 8.1.2 requires that development within these growth corridors should proceed in accordance with “*other Rocky View County statutory and local area plans.*” Policy 8.1.4 requires Rocky View County to “*evaluate applications within identified City of Calgary Growth Areas against this Plan, the Rocky View County Municipal Development Plan and the Rocky View County Land Use Bylaw.*” While Map 4 suggests industrial development in this area may be supported, this application does not satisfy the requirements of the County Plan, and therefore, the IDP policy is not met.

The City of Calgary reviewed the application and provided comment. While they identify that the lands are appropriate for future industrial development, concerns were raised with regard to annexing fragmented and developed rural industrial lands. Lands that have already been fragmented and developed can pose future challenges in providing a functioning urban land use pattern.

#### Land Use Bylaw

The application proposes to redesignate the subject lands from Residential Two District to Business Industrial Campus District. The minimum parcel size of Business Industrial Campus is 1.01 hectares (2.50 acres). As the gross acreage of the lands are ± 1.62 hectares (4.00 acres), further subdivision is not possible.

Business Industrial Campus includes a number of applicable uses such as restaurants, outdoor storage, recycling collection points, retail stores, warehouses, and waste transfer sites. If the lands are successfully redesignated, the applicant could apply for a development permit for any of the listed uses.

#### **CONCLUSION:**

Administration evaluated the application based on the applicable policies within the County Plan. Because the Applicant did not provide any detailed information on the proposed use of the site, a rationale to support the proposed location of the business use, or a Transportation Impact Assessment, the proposal does not meet the policy requirements of Section 14 of the County Plan. Administration can neither determine if the proposed development would have potential impacts on the surrounding road network, nor confirm how much traffic, noise, and dust the proposed development could generate. As there would be no subsequent subdivision, technical components cannot be addressed as conditions of subdivision. Administration recommends refusal in accordance with **Option # 3**.

#### **OPTIONS:**

- |            |  |  |
|------------|--|--|
| Option #1: | Motion #1  | THAT Bylaw C-7790-2018 be given first reading.   |
|            | Motion #2  | THAT Bylaw C-7790-2018 be given second reading.  |
|            | Motion #3  | THAT Bylaw C-7790-2018 be considered for third reading.  |
|            | Motion #4  | THAT Bylaw C-7790-2018 be given third and final reading.   |
| Option #2: | THAT application PL20170134 be tabled sine die pending the provision of: |  |
|            | a.   | A Transportation Impact Assessment in accordance with Section 14 of the County Plan.   |
|            | b.   | A planning rationale justifying why the proposed development cannot be located in an identified business area under the County Plan. |



- c. A written description of the likely impacts associated with future development and proposals to mitigate those impacts.

Option #3: THAT application PL20170134 be refused.

Respectfully submitted,

Concurrence,

“Chris O’Hara”

“Rick McDonald”

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General Manager

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Interim County Manager

JK/rp

**APPENDICES:**

APPENDIX ‘A’: Application Referrals

APPENDIX ‘B’: Bylaw C-7790-2018 and Schedule A

APPENDIX ‘C’: Map Set

APPENDIX ‘D’: Landowner comments

**APPENDIX A: APPLICATION REFERRALS**

<b>AGENCY</b>	<b>COMMENTS</b>
School Authority	
Rocky View Schools	No comments received.
Calgary Catholic School District	No comments received.
Public Francophone Education	No comments received.
Catholic Francophone Education	No comments received.
Province of Alberta	
Alberta Environment and Sustainable Resource Development (Public Lands)	No comments received.
Alberta Transportation	Not required for circulation.
Alberta Culture and Community Spirit (Historical Resources)	No comments received.
Energy Resources Conservation Board	No comments received.
Alberta Health Services	<p>Based on the information provided, AHS provides the following comments for your consideration:</p> <ol style="list-style-type: none"> <li>1. AHS supports the regionalization of water and wastewater utilities and in particular supports connection to existing Alberta Environment and Parks-approved municipal or regional drinking water and wastewater systems whenever possible.</li> </ol> <p>The application indicates that the source of water will be a well. AHS recommends that any water wells on the subject lands be completely contained within the property boundaries. A drinking water source must conform to the most recent Canadian Drinking Water Quality Guidelines and the Alberta Public Health Act, Nuisance and General Sanitation Guideline 243/2003, which states:</p> <p>Nuisance and General Sanitation Guideline 243/2003, which states:</p> <p><i>A person shall not locate a water well that supplies water that is intended or used for human consumption within</i></p> <ol style="list-style-type: none"> <li>a) 10 metres of any watertight septic tank, pump out tank or other watertight compartment of a sewage or waste water system,</li> <li>b) 15 metres of a weeping tile field, an evaporative treatment mound or an outdoor toilet facility with a pit,</li> </ol>

AGENCY	COMMENTS
	<p>c) 30 metres of a leaching cesspool,</p> <p>d) 50 metres of sewage effluent on the ground surface, e) 100 metres of a sewage lagoon, or</p> <p>f) 450 metres of any area where waste is or may be disposed of at a landfill within the meaning of the Waste Control Regulation (AR 192/96).</p> <p>Any private sewage disposal systems must be completely contained within the property boundaries and must comply with the setback distances outlined in the most recent Alberta Private Sewage Systems Standard of Practice. Prior to installation of any sewage disposal system, a proper geotechnical assessment should be conducted by a qualified professional engineer and the system should be installed in an approved manner.</p> <p>2. We recommend that any development that has the potential to adversely impact surrounding receptors (e.g. noise, odours, emissions etc.) should not be located in close proximity to residential or sensitive land use areas (e.g. child care facilities, schools, hospitals, adult care facilities, etc.). Appropriate setback distances and/or buffers should be developed to ensure that existing and future residential receptors are adequately protected.</p> <p>3. If any future development on the subject lands includes plans to construct public facilities (e.g. food establishments, daycares, personal service establishments, etc.) AHS would like an opportunity to review and comment on these applications. Finalized building plans should be forwarded to Alberta Health Services, Environmental Public Health by the applicant for approval before the building permit is granted and construction/renovations take place. This will ensure that the proposed facility will meet the requirements of the Public Health Act and its regulations.</p> <p>Health approval of some public facilities is also required after final construction, but before the facility is operational. For more information regarding health approval, applicants should contact Alberta Health Services, Environmental Public Health.</p> <p>4. Throughout all phases of development and operation, the property must be maintained in accordance with the Alberta Public Health Act, Nuisance and General Sanitation Guideline 243/2003, which stipulates:</p> <p><i>No person shall create, commit or maintain a nuisance. A person who creates, commits or maintains any condition that is or might become injurious or dangerous to the public health or that might hinder in any manner the prevention or suppression of disease is deemed to have created, committed or</i></p>



AGENCY	COMMENTS
	<i>maintained a nuisance.</i>
Public Utility	
ATCO Gas	No objections.
ATCO Pipelines	No objections.
AltaLink Management	No comments received.
FortisAlberta	No comments received.
Telus Communications	No comments received.
TransAlta Utilities Ltd.	No comments received.
Rockyview Gas Co-op Ltd.	No comments received.
Other External Agencies	
City of Calgary	<p>The City of Calgary has reviewed the above noted application in reference to the Rocky View County/City of Calgary Intermunicipal Development Plan (IDP) and other applicable policies. The City of Calgary Administration has the following comments for your consideration. Please accept this letter as an update to our original letter dated October 16, 2017.</p> <p>The City of Calgary Administration cannot support the above noted application because we believe it is not in line with the objectives and intent of the Rocky View/Calgary Intermunicipal Development Plan. Further comment is below.</p> <p>The subject parcel is located within an Identified City of Calgary Industrial Growth Area as per “Map 4: Growth Corridors/Areas” of the Rocky View/Calgary IDP. This map identifies, with the intent to provide a level of protection, each municipality’s future growth aspirations; Calgary’s via the future growth corridors and Rocky View County’s via the directional red arrows. Generally The City of Calgary is not supportive of redesignation and subdivision applications within the growth areas.</p> <p>Objectives of “Section 8.0 Growth Corridors/Areas and Annexation” of the Rocky View/Calgary IDP recognizes growth corridors/areas for both municipalities and identifies lands for possible future annexation from Rocky View County to The City of Calgary. The mandate of the Identified City of Calgary Growth Areas is a vital part to strategically governing regional planning. “Section 27.0 Intergovernmental Relationships” of the County Plan echoes support of the importance of Calgary’s identified urban growth corridors. It reaffirms the necessity to evaluate</p>



AGENCY	COMMENTS
	<p>redesignation, subdivision and development permit applications within these corridors in consultation with the City of Calgary.</p> <p>If approved, the proposal sets a precedent for future redesignation and subdivision within the Calgary future urban growth corridor. The challenge faced is one dealing with highly fragmented and developed lands that become annexed into Calgary. Fragmented and developed rural industrial lands can be very challenging to transform into a functioning urban land use pattern. The challenges of transforming fragmented rural industrial lands into an urban form include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• The increased impact imposed by fragmented ownership, roads, structures, and location of on-site services, as well as topography, drainage, etc.</li> <li>• The practical effectiveness of structure planning approaches in controlling future forms of development and achieving desired urban community outcomes.</li> <li>• The acquisition, collaboration and uncertainty involved in securing multiple parcels of sufficient size to undertake a master planned development.</li> <li>• The liability of existing on-site servicing for small parcels.</li> </ul>
EnCana Corporation	No comments received.
Rocky View County Boards and Committees	
ASB Farm Members and Agricultural Fieldman	<p>Agricultural Services Staff Comments: If this application were to be approved, the application of the Agricultural Boundary Design Guidelines would be beneficial in buffering the business industrial land use from the agricultural land uses surrounding the parcel. The guidelines would help mitigate areas of concern including: trespass, litter, pets, noise and concern over fertilizers, dust &amp; normal agricultural practices</p>
Recreation Board	No comments.
Internal Departments	
Municipal Lands	The Municipal Lands Office has no concerns with this application.
Development Authority	No comments received.
Building Services	No comments received.
Emergency Services	<p>Enforcement Services:</p> <ul style="list-style-type: none"> <li>• No concerns at this stage.</li> </ul>

AGENCY	COMMENTS
Infrastructure and Operations - Engineering Services	Fire Services:
	<ul style="list-style-type: none"> <li>No comments.</li> </ul>
	General:
	<ul style="list-style-type: none"> <li>The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures;</li> <li>The applicant has not provided details on the proposed development plans with the application. ES requests that this be provided should there be a proposed development plan for the site.</li> </ul>
	Geotechnical - Section 300.0 requirements:
	<ul style="list-style-type: none"> <li>ES has no requirements at this time;</li> <li>At future subdivision and/or development permit stages, the Applicant may be required to submit a Geotechnical report prepared by a licensed professional. The report shall evaluate the soil characteristics, existing groundwater conditions and provide a recommendation on soil suitability for the proposed industrial use.</li> </ul>
	Transportation - Section 400.0 requirements:
	<ul style="list-style-type: none"> <li>In accordance with the County Plan, a TIA is required in support of a land use amendment for industrial uses. At this stage, a TIA has not been provided by the applicant. Without receiving a TIA, ES does not have sufficient information to determine whether there could be potential impacts of this development on the surrounding road network, nor can we confirm how much traffic the proposed development is expected to generate. ES therefore does not recommend that this application proceed to Council until such time as a TIA is received: <ul style="list-style-type: none"> <li>It is recommended that the applicant contact ES to determine the scope of the TIA;</li> </ul> </li> <li>In accordance with the County Plan, proposals for business development outside of a business area should have direct and safe access to a paved County Road or provincial highway. Range Road 283 is a paved County Road, however further network upgrades may be necessary based on the findings and recommendations of the approved TIA;</li> <li>Access to the parcel is currently provided by a paved approach off of Range Road 283. At future subdivision/development permit stage, the Applicant will be required upgrade the approach to an Industrial/Commercial standard in accordance with the County Servicing Standards. Further upgrades at the site entrance may be required based on the recommendations of the approved TIA;</li> <li>At future subdivision and/or development permit stage, the</li> </ul>

AGENCY	COMMENTS
	<p>applicant will be required to provide payment of transportation offsite levy for the gross area of lands to be subdivided / developed in accordance with the applicable TOL Bylaw. Should the lands be further subdivided, the estimated levy payment owed at time of subdivision endorsement in accordance with the current bylaw is \$21,900 (Base + Special Area #7);</p> <ul style="list-style-type: none"> <li>• It is to be noted that RR 283 adjacent to the subject lands has not been identified in the SE Industrial Corridor Growth Study as a road requiring future improvement. No further requirements.</li> </ul> <p>Sanitary/Waste Water - Section 500.0 requirements:</p> <ul style="list-style-type: none"> <li>• ES has no requirements at this time;</li> <li>• There is an existing PSTS system on the subject site. The County Servicing Standards only support PSTS systems for normal domestic sewage and generally requires sewage holding tanks for all industrial and commercial uses. Where proposed, the septic field method of sewage disposal must be fully engineered and justified for any industrial/commercial development. At future subdivision or development permit stage, an assessment by a qualified professional must be submitted to demonstrate suitability of the existing PSTS system for the proposed development. If not sufficiently demonstrated to the satisfaction of the County, ES will require that as condition of future subdivision or development permit, the existing PSTS system shall be decommissioned and reclaimed, and the Applicant will be required to provide a detailed drawing showing the location of sewage tanks and truck out connections.</li> </ul> <p>Water Supply And Waterworks - Section 600.0 requirements:</p> <ul style="list-style-type: none"> <li>• ES has no requirements at this time;</li> <li>• ES recommends the use of cistern tanks for potable water supply for non-residential uses including commercial and industrial uses. As a condition of future subdivision or development permit, the applicant will be required to decommission the existing well in accordance with all AEP requirements and the applicant will be required to provide a detailed drawing showing the location of the cisterns tanks on the site;</li> <li>• Should the applicant wish to continue use of the existing groundwater well on site for any business or industrial use, ES will require proof of licensing and approval from AEP.</li> </ul> <p>Storm Water Management – Section 700.0 requirements:</p> <ul style="list-style-type: none"> <li>• ES recommends that the applicant prepare a conceptual storm water management plan at this time to demonstrate the onsite stormwater management strategy for the proposed</li> </ul>

AGENCY	COMMENTS
	<p>development. It is to be noted that the site is located in the Shepard Regional Drainage corridor therefore the site will be required to manage all storm water on site;</p> <ul style="list-style-type: none"> <li>At future subdivision / development permit stage, the applicant will be required to submit a detailed site specific storm water management plan or an update to any existing storm water management plans depending on the extent of the development proposed and will be responsible for construction on all on site storm water infrastructure necessary to support the proposed development.</li> </ul> <p>Environmental – Section 900.0 requirements:</p> <ul style="list-style-type: none"> <li>ES has no requirements at this time. The County Wetland Impact model does not show any wetlands on the subject site.</li> </ul>
Infrastructure and Operations - Maintenance	No issues.
Infrastructure and Operations - Capital Delivery	No issues.
Infrastructure and Operations – Road Operations	Applicant to confirm type of business he plans to operate and volume of traffic that will be generated from the business so that the County can determine if upgrades are required for Rge. Rd. 283.
Infrastructure and Operations - Utility Services	No issues.

Circulation Period: September 13 – October 11, 2017.



ROCKY VIEW COUNTY  
Cultivating Communities

## BYLAW C-7790-2018

### A Bylaw of Rocky View County to amend Bylaw C-4841-97, being the Land Use Bylaw

The Council of Rocky View County enacts as follows:

#### PART 1 – TITLE

This Bylaw shall be known as Bylaw C-7790-2018.

#### PART 2 – DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in Land Use Bylaw C-4841-97 and the Municipal Government Act.

#### PART 3 – EFFECT OF BYLAW

**THAT** Part 5, Land Use Maps No. 33 and 33-SW of Bylaw C-4841-97 be amended by redesignating Lot 1, Block 1, Plan 0214125 from Residential Two District to Business Industrial Campus District as shown on the attached Schedule 'A' forming part of this Bylaw.

**THAT** Lot 1, Block, Plan 0214125 is hereby redesignated to Business Industrial Campus District as shown on the attached Schedule 'A' forming part of this Bylaw.

#### PART 4 – TRANSITIONAL

Bylaw C-7790-2018 comes into force when it receives third reading, and is signed by the Reeve/Deputy Reeve and CAO or Designate, as per the *Municipal Government Act*.

**Division: 4**

**File: 03316008- PL20170134**

*PUBLIC HEARING WAS HELD IN COUNCIL this*                      *day of*                      , 2018

READ A FIRST TIME IN COUNCIL this                      day of                      , 2018

READ A SECOND TIME IN COUNCIL this                      day of                      , 2018

*UNANIMOUS PERMISSION FOR THIRD READING*                      *day of*                      , 2018

READ A THIRD TIME IN COUNCIL this                      day of                      , 2018

---

Reeve

---

CAO or Designate

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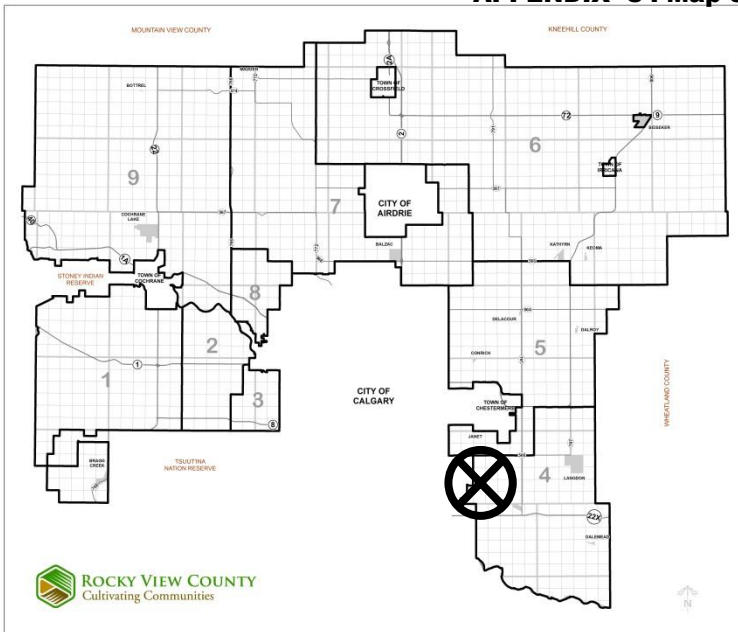
Date Bylaw Signed

± 1.62 ha (± 4.00 ac)

**FROM** Residential Two District **TO** Business Industrial  
Campus District

**LEGAL DESCRIPTION:** Lot 1, Block 1, Plan 0214125,  
within SE-16-23-28-W04M

## DIVISION: 4



LOCATION PLAN



SE-16-23-28-W04M  
Lot:1 Block:1 Plan:0214125

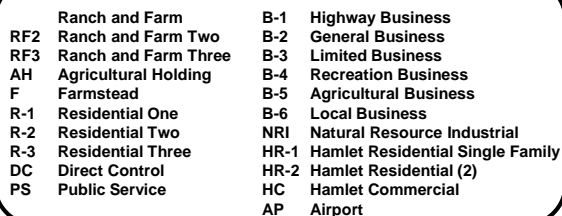
Date: Aug 11, 2017

Division # 4

File: 03316008

AGENDA

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# LAND USE MAP

**SE-16-23-28-W04M**  
**Lot:1 Block:1 Plan:0214125**

**Date:** Aug 11, 2017

## Division # 4

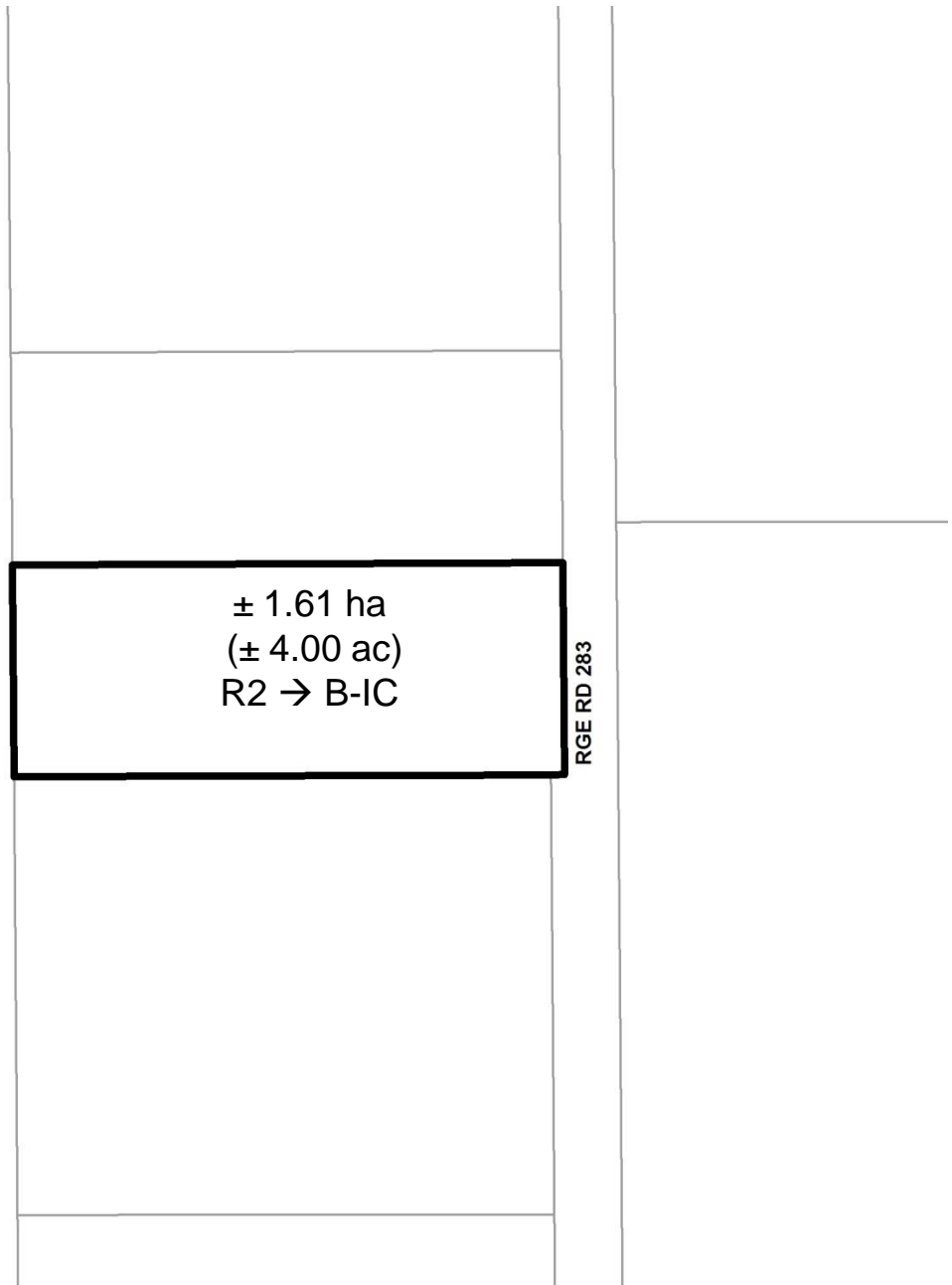
**File: 03316008**

## AGENDA

Page 28 of 138



**Redesignation Proposal:** To redesignate the subject lands from Residential Two District to Business Industrial Campus District. **Page 17 of 23**



## DEVELOPMENT PROPOSAL



**SE-16-23-28-W04M**  
**Lot:1 Block:1 Plan:0214125**

Date: Aug 11, 2017

Division # 4

File: 03316008

**AGENDA**

**Page 29 of 138**



Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

## TOPOGRAPHY

*Contour Interval 2 M*

**SE-16-23-28-W04M**  
**Lot:1 Block:1 Plan:0214125**

Date: Aug 11, 2017

Division # 4

File: 03316008

**AGENDA**

**Page 30 of 138**





Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

**AIR PHOTO**

*Spring 2016*

**SE-16-23-28-W04M**  
**Lot:1 Block:1 Plan:0214125**

Date: Aug 11, 2017

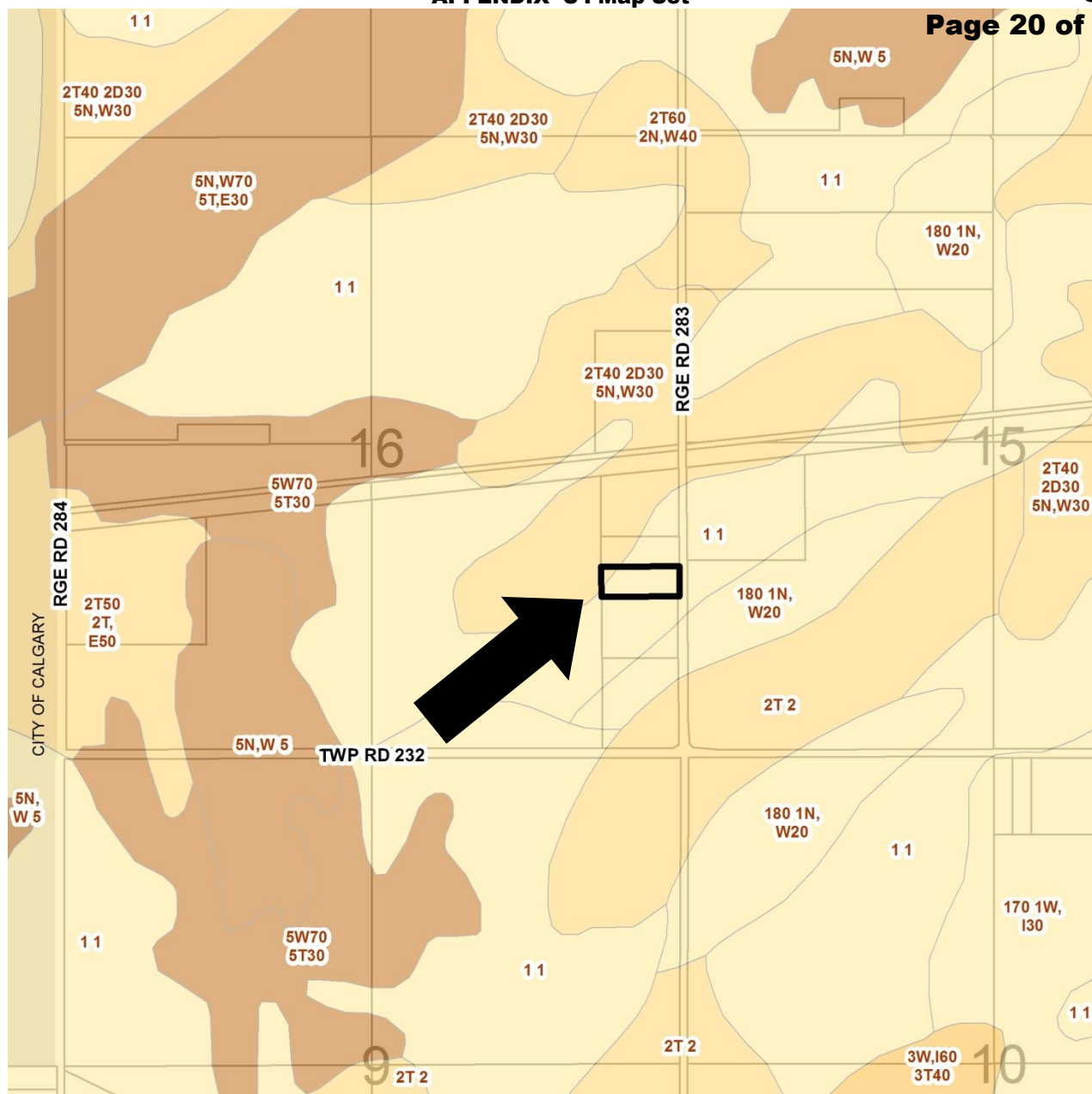
Division # 4

File: 03316008

**AGENDA**

**Page 31 of 138**





### LAND CAPABILITY CLASSIFICATION LEGEND

*Limitations refer to cereal, oilseeds and tame hay crops*

#### CLI Class

- 1 - No significant limitation
- 2 - Slight limitations
- 3 - Moderate limitations
- 4 - Severe limitations
- 5 - Very severe limitations
- 6 - Production is not feasible
- 7 - No capability

#### Limitations

- B - brush/tree cover
- C - climate
- D - low permeability
- E - erosion damage
- F - poor fertility
- G - Steep slopes
- H - temperature
- I - flooding
- J - field size/shape
- K - shallow profile development
- M - low moisture holding, adverse texture
- N - high salinity
- P - excessive surface stoniness
- R - shallowness to bedrock
- S - high sodicity
- T - adverse topography
- U - prior earth moving
- V - high acid content
- W - excessive wetness/poor drainage
- X - deep organic deposit
- Y - slowly permeable
- Z - relatively impermeable

## SOIL MAP

**SE-16-23-28-W04M**

**Lot:1 Block:1 Plan:0214125**

Date: Aug 11, 2017

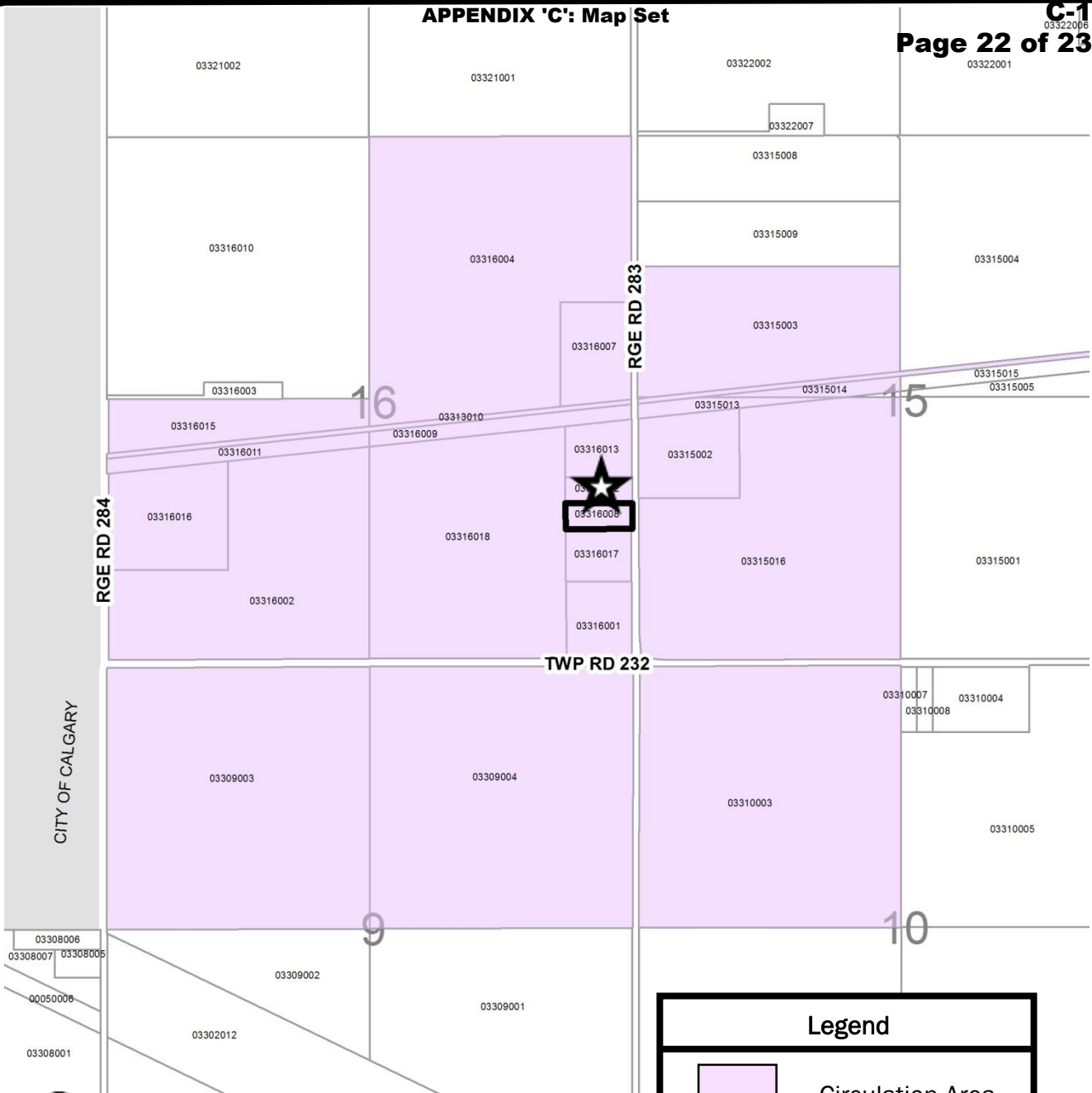
Division # 4



File: 03316008



**AGENDA**

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 Letters in Opposition  
 Letters in Support

Legend	
	Circulation Area
	Subject Lands

## LANDOWNER CIRCULATION AREA

**SE-16-23-28-W04M**  
**Lot:1 Block:1 Plan:0214125**

Date: Aug 11, 2017

Division # 4

File: 03316008

**AGENDA**

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**From:**  
**To:** [Jamie Kirychuk](#)  
**Subject:** file #03316008  
**Date:** Tuesday, September 26, 2017 10:48:05 AM

---

Attention Jamie Kirychuk re file #03316008 application #PL20170134

Please note we own the property a joining this property and we are in full approval of turning this property to business industrial campus district. If there are any questions regarding this please contact me Reggie Levesque at .

thank you  
Rejean Levesque  
Barbara Levesque



## PLANNING SERVICES

---

<b>TO:</b>	Council	
<b>DATE:</b>	June 26, 2018	<b>DIVISION:</b> 5
<b>TIME:</b>	Morning Appointment	
<b>FILE:</b>	04319049	<b>APPLICATION:</b> PL20180027
<b>SUBJECT:</b>	Redesignation Item – A Site Specific Amendment to Direct Control Bylaw C-5250-2000 (DC-11)	

---

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

- Motion #1      THAT Bylaw C-7785-2018 be given first reading.
- Motion #2      THAT Bylaw C-7785-2018 be given second reading.
- Motion #3      THAT Bylaw C-7785-2018 be considered for third reading.
- Motion #4      THAT Bylaw C-7785-2018 be given third and final reading.

### **EXECUTIVE SUMMARY:**

The purpose of this application is to amend Direct Control Bylaw C-5250-2000 (DC-11) to remove the parsonage requirement for a Single Family Dwelling.

The subject land is located in the Prince of Peace community, approximately 1.6 kilometres (1 mile) east of the city of Calgary and approximately 0.8 kilometres (1/2 a mile) south of Highway 1.

Administration reviewed the application and determined that:

- The application is consistent with the relevant statutory plans;
- The amendments would not change the development intensity on site; and
- The technical details would be further addressed at future development stage.

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

**DATE APPLICATION RECEIVED:** March 15, 2018

**DATE APPLICATION DEEMED COMPLETE:** March 15, 2018

---

<b>PROPOSAL:</b>	A site-specific amendment to Direct Control District (DC-11) to remove the parsonage requirement for a Single Family Dwelling.
<b>LEGAL DESCRIPTION:</b>	UNIT 39, Plan 9812469 within NE-19-24-28-W04M
<b>GENERAL LOCATION:</b>	Located approximately 1.6 kilometres (1 mile) east of the city of Calgary, approximately 0.8 kilometres (1/2 mile) south of Highway 1 in the Prince of Peace community.
<b>APPLICANT:</b>	B&A Planning Group – Daniel MacGregor
<b>OWNERS:</b>	Encharis Community Housing & Services
<b>EXISTING LAND USE DESIGNATION:</b>	Direct Control District (DC-11)
<b>PROPOSED LAND USE DESIGNATION:</b>	Direct Control District (DC-11, as amended)

---

<sup>1</sup> **Administration Resources**  
 Johnson Kwan, Planning Services  
 Gurbir Nijjar, Engineering Services



**GROSS AREA:**

± 0.13 hectares (± 0.33 acres)

**SOILS (C.L.I. from A.R.C.):**

3W, I60, 3T40 – The subject land contains soil with moderate limitations to crop production due to excessive wetness/poor drainage, and adverse topography.

**PUBLIC & AGENCY SUBMISSIONS:**

The application was circulated to 216 adjacent landowners, to which five letters in opposition were received. A letter of comment from the condo board association was also received (see Appendix 'D'). The application was also circulated to a number of internal and external agencies, and those comments are available in Appendix 'A'.

**HISTORY:**

**2000** Direct Control Bylaw C-5250-2000(DC-11) was adopted.

**1998** Subdivision Plan No. 9812469 was registered, which created the subject land and the Prince of Peace subdivision. Municipal Reserves were provided in full by payment of cash-in-lieu.

**BACKGROUND:**

The subject land is located in the Prince of Peace community. The surrounding area is mainly residential development. Direct access to the subject land is available from an internal subdivision road (Luther Rose Boulevard).

The Applicant indicated that the proposed Single Family Dwelling would truck potable water to the site and would tie in to the County's East Rocky View Wastewater Treatment System.

**POLICY ANALYSIS:**Direct Control Bylaw C-5250-2000 (DC-11)

Direct Control Districts are intentionally prepared to provide a higher level of control for a unique form of development that is not otherwise supported in the Land Use Bylaw. Consequently, any changes to the development proposal require an amendment of the Direct Control District Bylaw through the public hearing process.

The Direct Control District (DC-11) was adopted in September 2000 *'to provide for the use of lands for the housing of citizens with related ancillary use.'* Section 2.2.2 of the DC Bylaw lists 'One Detached Single Family Dwelling for use as a Parsonage' as a permitted use.

Originally, the subject land was intended to be used as a parsonage (a church house provided for a member of the clergy), but this never happened. Removing the reference for use as a Parsonage would not affect the development intensity on-site, as the site would still be developed with 'One Detached Single Family Dwelling'.

**CONCLUSION:**

The proposed amendments would not change the number of dwellings allowed on-site, and the technical details would be further addressed at the future development permit stage. Therefore, Administration recommends approval in accordance with **Option #1**.



**OPTIONS:**

- Option #1:      Motion #1      THAT Bylaw C-7785-2018 be given first reading.  
                          Motion #2      THAT Bylaw C-7785-2018 be given second reading.  
                          Motion #3      THAT Bylaw C-7785-2018 be considered for third reading.  
                          Motion #4      THAT Bylaw C-7785-2018 be given third and final reading.
- Option #2:      THAT application PL20180027 be refused.

Respectfully submitted,

Concurrence,

“Chris O’Hara”

“Rick McDonald”

---

General Manager

JKwan/rp

---

Interim County Manager

**APPENDICES:**

- APPENDIX ‘A’: Application Referrals  
 APPENDIX ‘B’: Bylaw C-7785-2018 and Schedule A  
 APPENDIX ‘C’: Map Set  
 APPENDIX ‘D’: Landowner comments

**APPENDIX A: APPLICATION REFERRALS**

<b>AGENCY</b>	<b>COMMENTS</b>
<b><i>School Authority</i></b>	
Rocky View Schools	No comments
Calgary Catholic School District	No comments
Public Francophone Education	No comments
Catholic Francophone Education	No comments
<b><i>Province of Alberta</i></b>	
Alberta Environment and Sustainable Development	Not required for circulation
Alberta Transportation	<p>This will acknowledge receipt of your circulation memorandum regarding the above noted proposal. The area of land subject of this proposal is located within 800 metres of a public road intersection on Highway 1, and therefore is within Alberta Transportation's area of jurisdiction as outlined in the Highways Development and Protection Act.</p> <p>The department, however, recognizes that the proposal should not have a significant impact on the provincial highway system. Further, the municipal road system provides adequate access to the development site to Highway 1. The proposal, therefore, would appear to have a minimal impact on Highway 1.</p> <p>Alberta Transportation, therefore, is not opposed to the proposal. Please note, however, that subsequent development activity at this location would require a Roadside Development Permit from the department.</p>
Alberta Culture and Community Spirit (Historical Resources)	Not required for circulation
Alberta Energy Regulator	No comments
Alberta Health Services	No comments
<b><i>Public Utility</i></b>	
ATCO Gas	No objection.
ATCO Pipelines	No objection.
AltaLink Management	No comments.
FortisAlberta	No comments.

<b>AGENCY</b>	<b>COMMENTS</b>
Telus Communications	No objections.
TransAlta Utilities Ltd.	No comments.
<b><i>Other External Agencies</i></b>	
City of Calgary	<p>The City of Calgary has reviewed the below noted circulated application referencing the <i>Rocky View/Calgary Intermunicipal Development Plan (IDP)</i> and other applicable policies.</p> <p>The City of Calgary has no comments regarding Application # PL20180027 – A site-specific amendment to Direct Control District (DC-11) to remove the parsonage requirement for a Single Family Dwelling.</p>
<b><i>Rocky View County Boards and Committees</i></b>	
ASB Farm Members and Agricultural Fieldmen	No agricultural concerns.
Chestermere-Conrich Recreation Board	Given that Municipal Reserves were provided by a cash-in-lieu payment on Plan 9812469, the Chestermere-Conrich Recreation District Board has no comments on this circulation.
<b><i>Internal Departments</i></b>	
Municipal Lands	No concerns with this application.
Development Authority	No comments.
Fire Services	No comments at this time.
Enforcement & Compliance	No concerns.
GeoGraphics	No comments.
Building Services	No comments.
Infrastructure and Operations - Engineering Services	<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures;</li> <li>The subject parcel had been subdivided previously.</li> </ul> <p><b><u>Geotechnical</u></b> - Section 300.0 requirements:</p> <ul style="list-style-type: none"> <li>ES has no requirements at this time.</li> </ul> <p><b><u>Transportation</u></b> - Section 400.0 requirements:</p>



AGENCY	COMMENTS
	<ul style="list-style-type: none"> <li>The parcel is accessible from Luther Rose Boulevard</li> </ul> <p><b><u>Sanitary/Waste Water - Section 500.0 requirements:</u></b></p> <ul style="list-style-type: none"> <li>The existing parcel is connected to the internal wastewater collection system within the Prince of Peace development which is tied to an existing lift station taking flows to the East Rocky View Wastewater Transmission Main. ES has no concerns at this time.</li> </ul> <p><b><u>Water Supply And Waterworks - Section 600.0 &amp; 800.0 requirements:</u></b></p> <ul style="list-style-type: none"> <li>The existing parcel is connected to the internal water distribution system within the Prince of Peace development which is tied to an existing Water Treatment Plant (WTP) and Reservoir internal to the development. There is a known issue with the WTP as the raw water supply for the plant (groundwater wells) has been severely depleted requiring the operator to regularly truck in water to supply the development. The owner has purchased water capacity from the County for the use of the County's water supply in Conrich however, the owner has not constructed a transmission line from the existing County Reservoir to the subject lands;</li> <li>As the proposal does not add any new or additional parcels and as the parcel is connected to the existing water distribution system, ES has no further requirements at this time.</li> </ul> <p><b><u>Storm Water Management</u></b> – Section 700.0 requirements:</p> <ul style="list-style-type: none"> <li>ES have no requirements at this time.</li> </ul> <p><b><u>Environmental</u></b> – Section 900.0 requirements:</p> <ul style="list-style-type: none"> <li>ES have no requirements at this time.</li> </ul> <p><b><u>Discussion:</u></b></p> <p>If you have any further questions or require clarification with regards to the above, please do not hesitate to contact the undersigned at your earliest convenience.</p>
Infrastructure and Operations – Utility Services	No concerns.
Infrastructure and Operations - Capital Delivery	No concerns.
Infrastructure and Operations – Roads Operations	No concerns.
Infrastructure and Operations –	No concerns.



AGENCY	COMMENTS
Maintenance	
Agriculture and Environmental Services - Solid Waste and Recycling	No concerns.

Circulation Period: March 29, 2018 – April 23, 2018

**BYLAW C-7785-2018****A Bylaw of Rocky View County to amend Direct Control District  
(DC-11, Bylaw C-5250-2000)**

The Council of Rocky View County enacts as follows:

**PART 1 – TITLE**

This Bylaw shall be known as Bylaw C-7785-2018.

**PART 2 – DEFINITIONS**

In this Bylaw, the definitions and terms shall have the meanings given to them in Direct Control District (DC-11, Bylaw C-5250-2000), Land Use Bylaw (C-4841-97), and the *Municipal Government Act*.

**PART 3 – EFFECT OF BYLAW**

**THAT** Direct Control District (DC-11, Bylaw C-5250-2000) be amended as detailed in Schedule 'A' forming part of this Bylaw.

**PART 4 – TRANSITIONAL**

Bylaw C-7785-2018 comes into force when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the Municipal Government Act.

**Division: 5**  
**File: 04319049 / PL20180027**

<i>PUBLIC HEARING WAS HELD IN COUNCIL this</i>	<i>day of</i>	<i>, 2018</i>
READ A FIRST TIME IN COUNCIL this	day of	, 2018
READ A SECOND TIME IN COUNCIL this	day of	, 2018
<i>UNANIMOUS PERMISSION FOR THIRD READING</i>	<i>day of</i>	<i>, 2018</i>
READ A THIRD TIME IN COUNCIL this	day of	, 2018

---

Reeve

---

CAO or Designate

---

Date Bylaw Signed



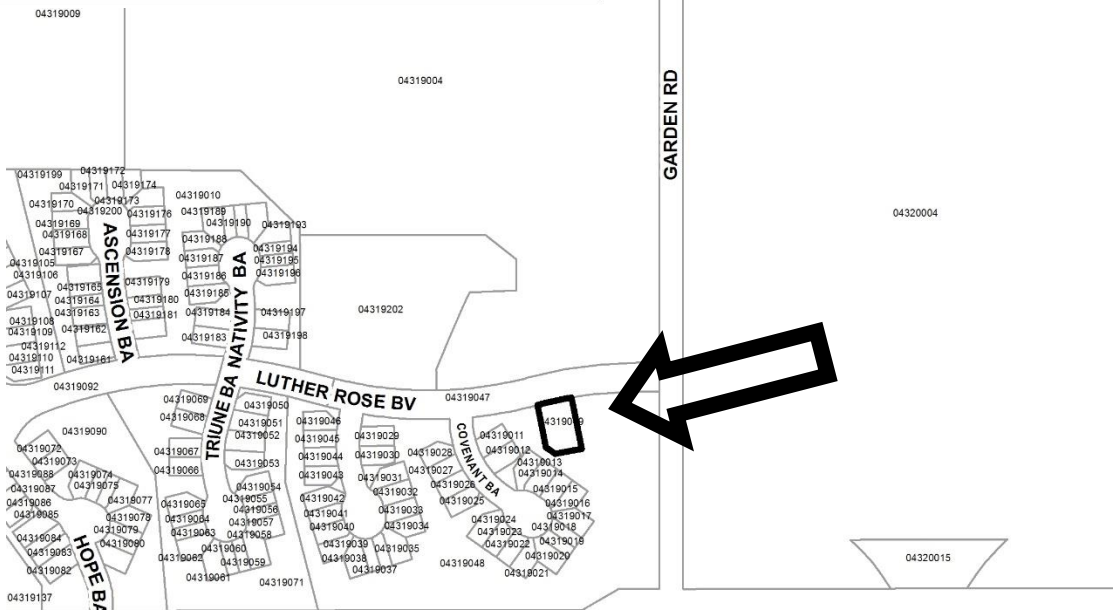
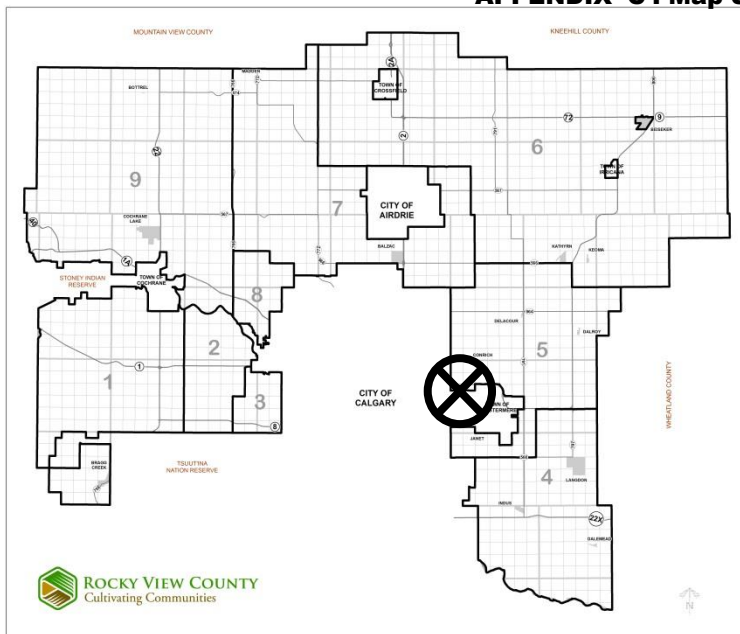
SCHEDULE 'A'  
FORMING PART OF BYLAW C-7785-2018

**Amendment #1**

Amend Section 2.2.2 as follows:

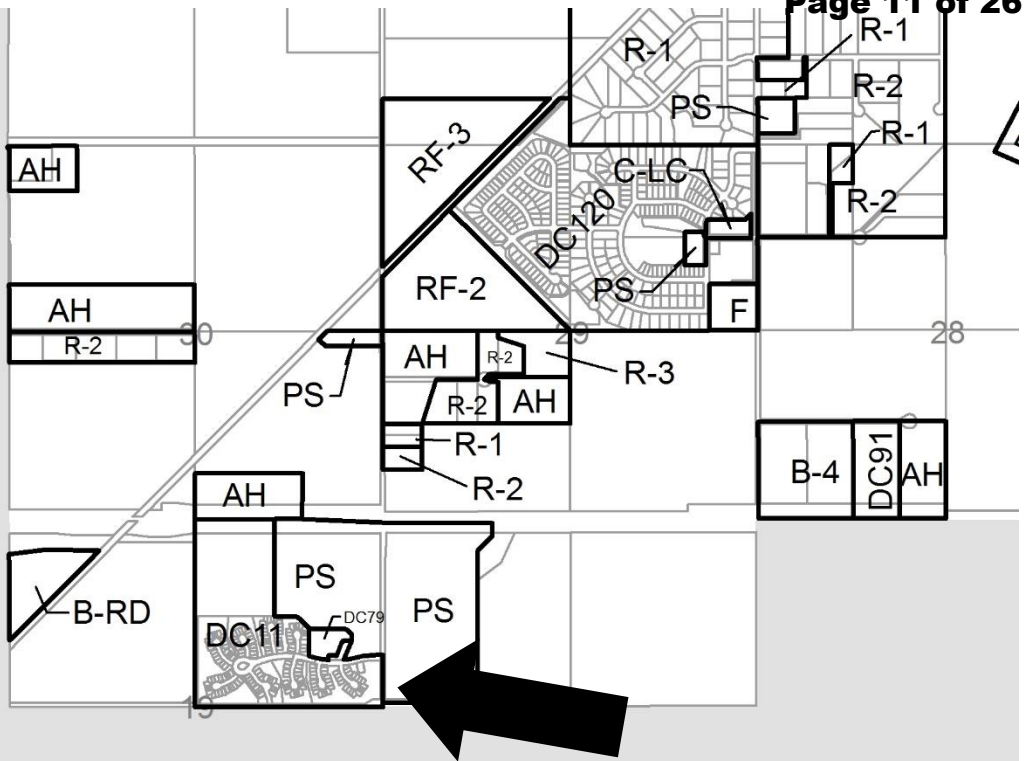
‘One Detached Single Family Dwelling ~~for use as a Parsonage~~’





LOCATION PLAN

Lot:UNIT 39 Plan:9812469  
NE-19-24-28-W04M



CITY OF CALGARY

CITY OF CHESTERMERE

Ranch and Farm	B-1	Highway Business
RF2 Ranch and Farm Two	B-2	General Business
RF3 Ranch and Farm Three	B-3	Limited Business
AH Agricultural Holding	B-4	Recreation Business
F Farmstead	B-5	Agricultural Business
R-1 Residential One	B-6	Local Business
R-2 Residential Two	NRI	Natural Resource Industrial
R-3 Residential Three	HR-1	Hamlet Residential Single Family
DC Direct Control	HR-2	Hamlet Residential (2)
PS Public Service	HC	Hamlet Commercial
	AP	Airport

## LAND USE MAP

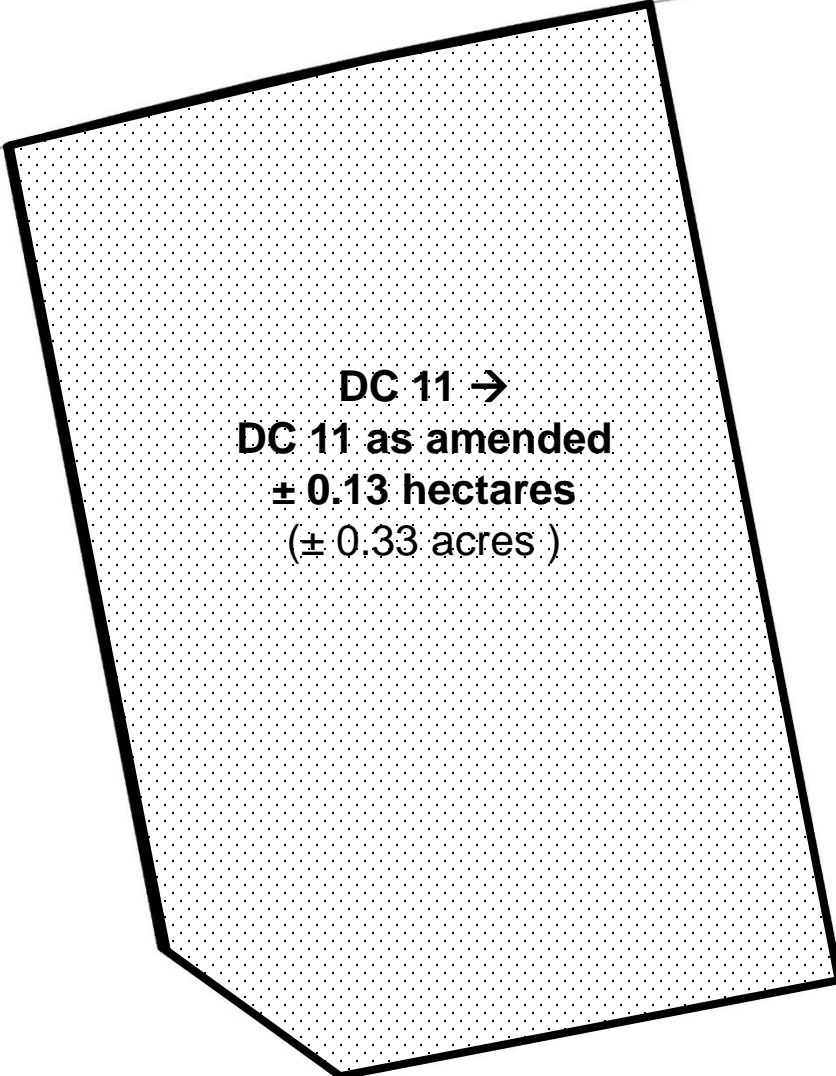
**Lot:UNIT 39 Plan:9812469**  
**NE-19-24-28-W04M**

Date: March 28, 2018

Division # 5

File: 04319049**AGENDA****Page 46 of 138**

**Redesignation Proposal:** A site-specific amendment to Direct Control District (DC-11) to remove the parsonage requirement for the Detached Single Family Dwelling.



DC 11 →  
DC 11 as amended  
± 0.13 hectares  
(± 0.33 acres )

**Proposed DC Bylaw Amendment:**  
Section 2.2.2 – One Detached Single Family Dwelling ~~for use as a Parsonage.~~

## DEVELOPMENT PROPOSAL

**Lot:UNIT 39 Plan:9812469  
NE-19-24-28-W04M**

Date: March 28, 2018

Division # 5

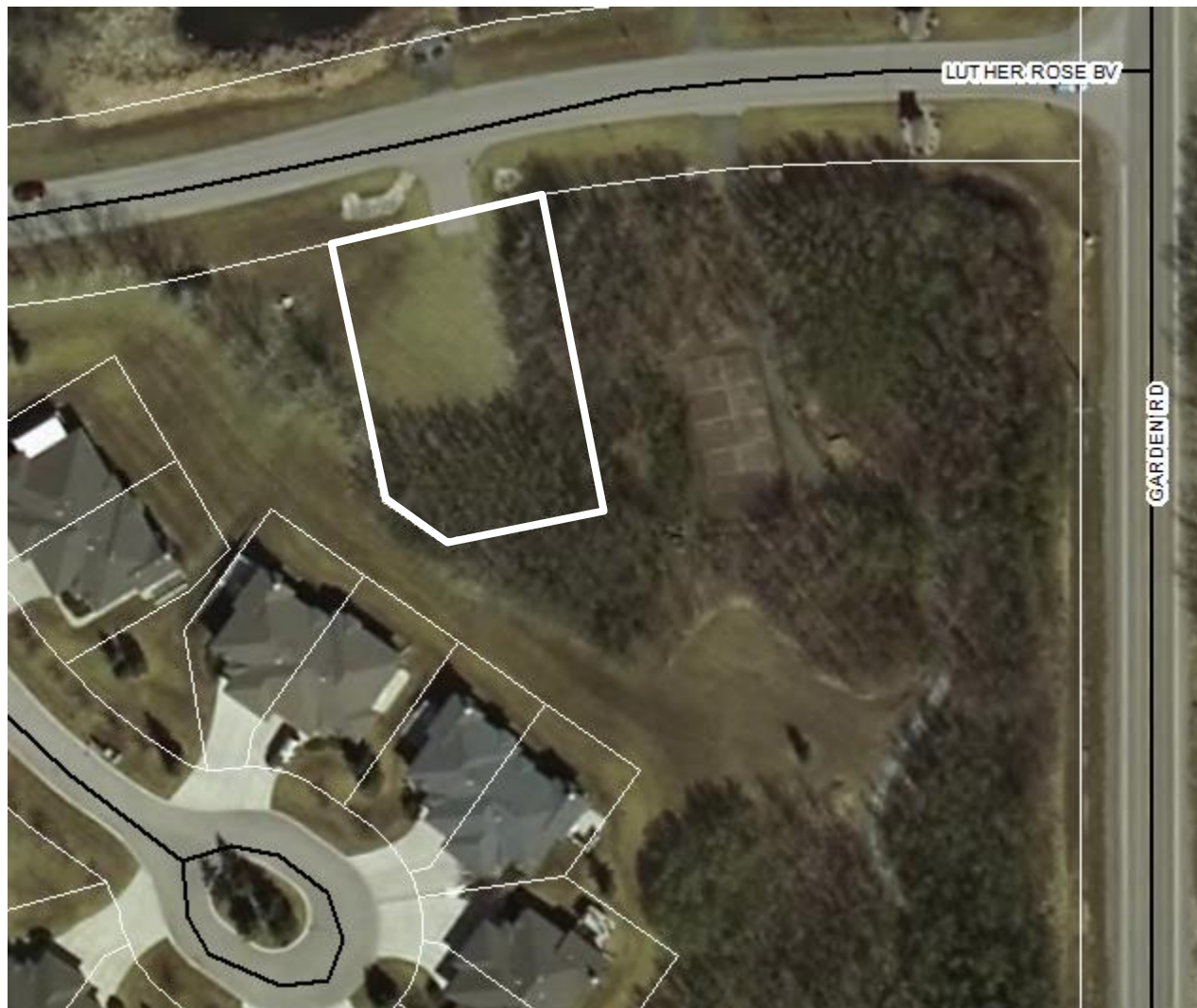
File: 04319049

**AGENDA**

**Page 47 of 138**



**Redesignation Proposal:** A site-specific amendment to Direct Control District (DC-11) to remove the parsonage requirement for the Detached Single Family Dwelling.



- Subject land would only allow One Single Detached Dwelling.
- Access is from Luther Rose BV

Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

**AIR PHOTO**

Spring 2016

**Lot:UNIT 39 Plan:9812469  
NE-19-24-28-W04M**

Date: March 28, 2018

Division # 5

File: 04319049

**AGENDA**

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Facing north



Facing south - looking at subject land

Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

## SITE PHOTOS

**Lot:UNIT 39 Plan:9812469  
NE-19-24-28-W04M**

Date: March 28, 2018

Division # 5

File: 04319049

**AGENDA**

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Facing east – looking at the entrance to the community



Facing west – looking at subject land

## SITE PHOTOS

Lot:UNIT 39 Plan:9812469  
NE-19-24-28-W04M

Date: March 28, 2018

Division # 5

File: 04319049

**AGENDA**

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Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

## TOPOGRAPHY

*Contour Interval 2 M*

**Lot:UNIT 39 Plan:9812469  
NE-19-24-28-W04M**

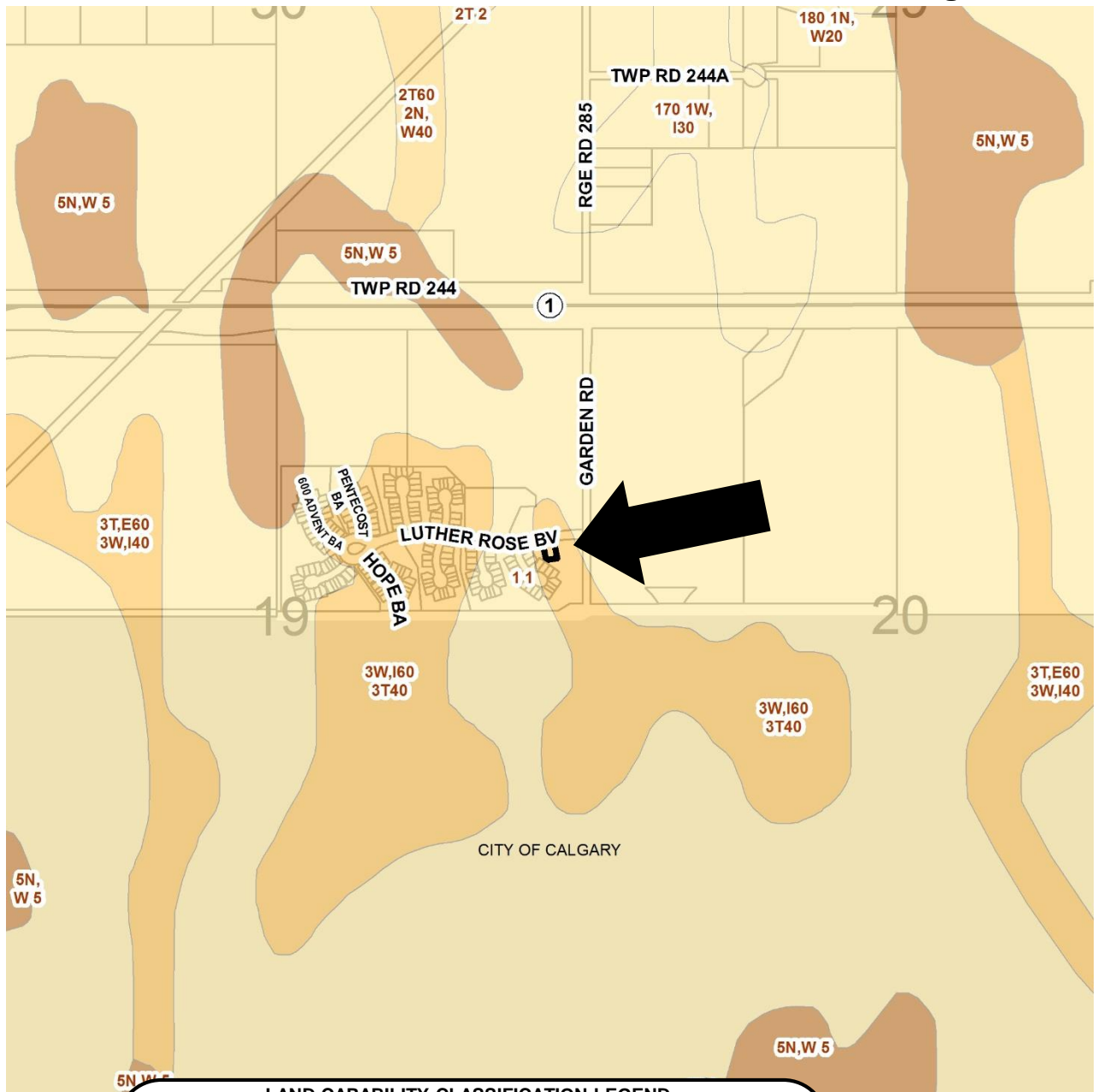
Date: March 28, 2018

Division # 5

File: 04319049

**AGENDA**

**Page 51 of 138**



### LAND CAPABILITY CLASSIFICATION LEGEND

*Limitations refer to cereal, oilseeds and tame hay crops*

#### CLI Class

- 1 - No significant limitation
- 2 - Slight limitations
- 3 - Moderate limitations
- 4 - Severe limitations
- 5 - Very severe limitations
- 6 - Production is not feasible
- 7 - No capability

#### Limitations

- B - brush/tree cover
- C - climate
- D - low permeability
- E - erosion damage
- F - poor fertility
- G - Steep slopes
- H - temperature
- I - flooding
- J - field size/shape
- K - shallow profile development
- M - low moisture holding, adverse texture
- N - high salinity
- P - excessive surface stoniness
- R - shallowness to bedrock
- S - high sodicity
- T - adverse topography
- U - prior earth moving
- V - high acid content
- W - excessive wetness/poor drainage
- X - deep organic deposit
- Y - slowly permeable
- Z - relatively impermeable

# SOIL MAP

**Lot: UNIT 39 Plan: 9812469**  
**NE-19-24-28-W04M**

Date: March 28, 2018

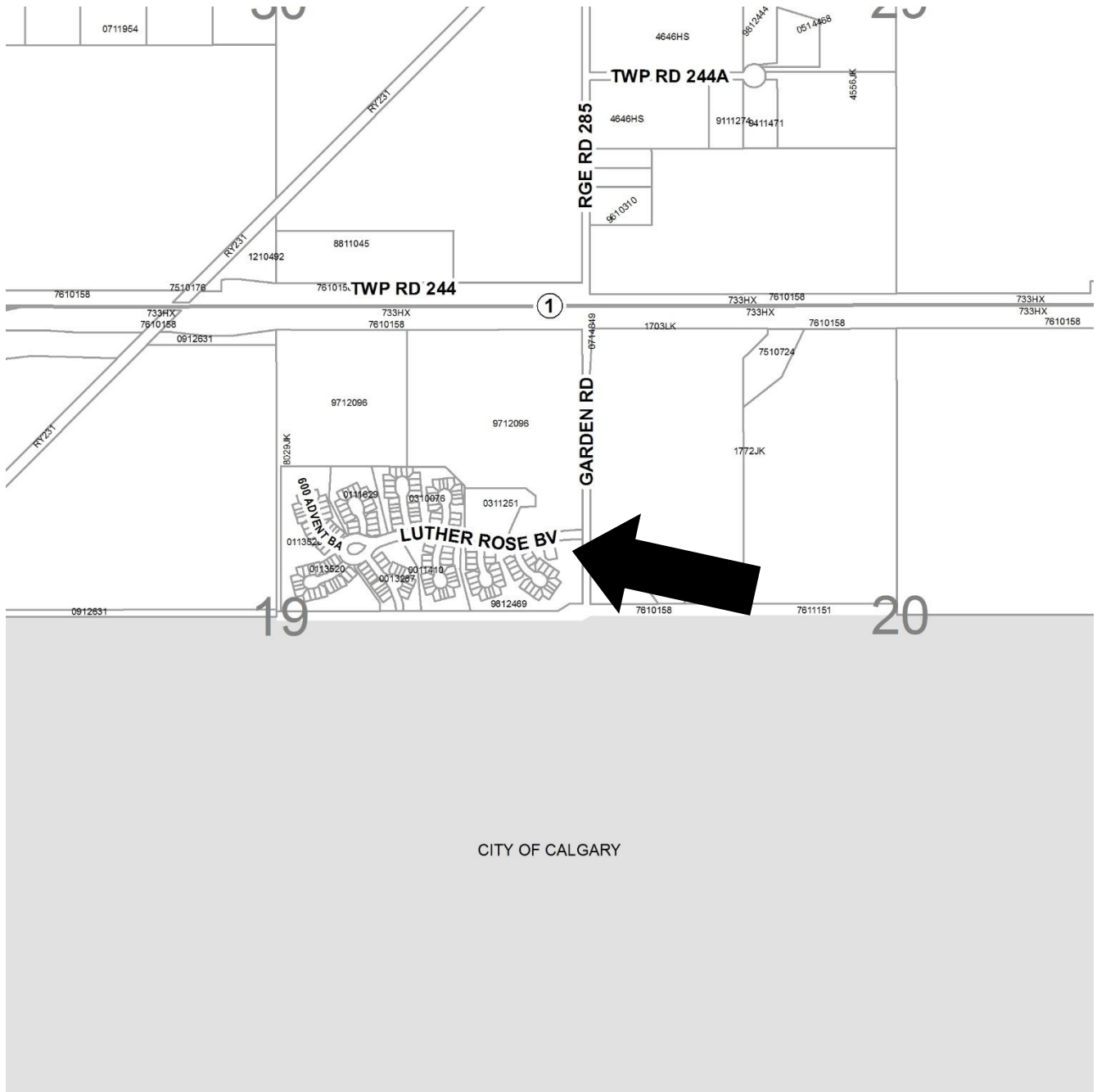
Division # 5

File: 04319049

**AGENDA**

**Page 52 of 138**



**Legend – Plan numbers**

- First two numbers of the Plan Number indicate the year of subdivision registration.
- Plan numbers that include letters were registered before 1973 and do not reference a year

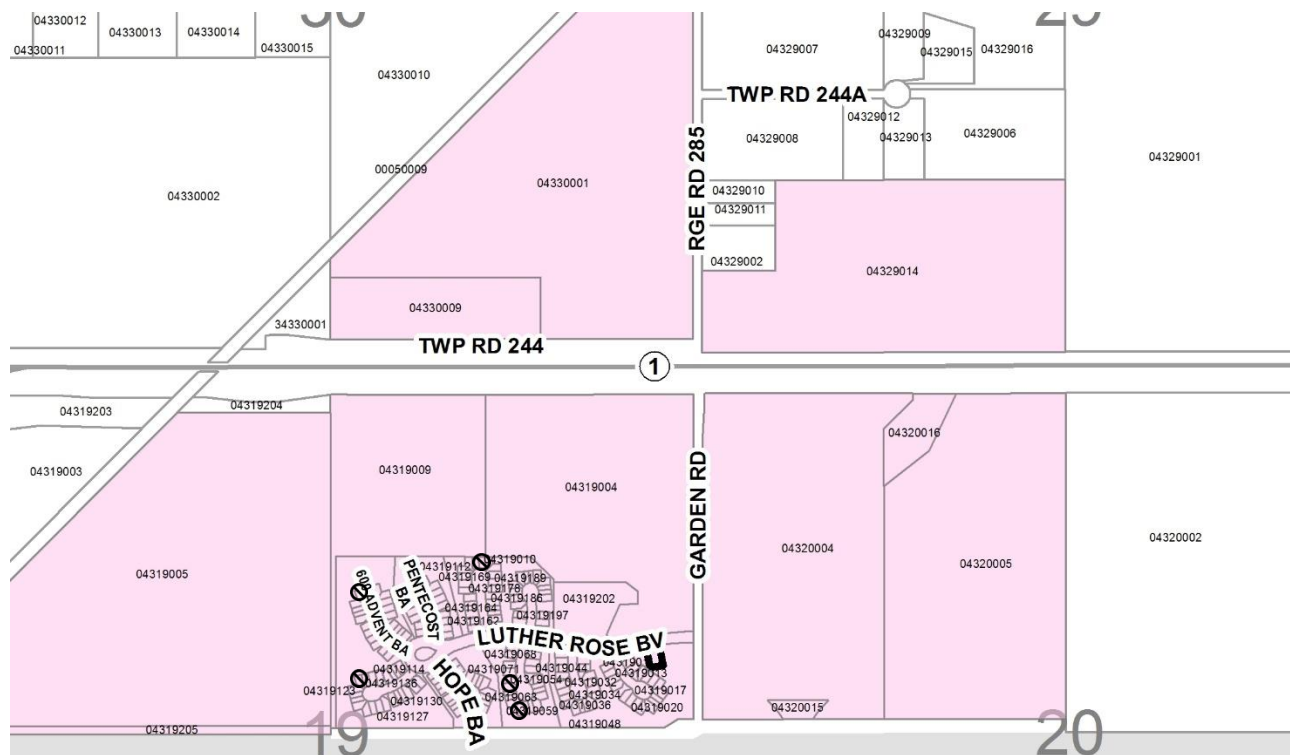
**HISTORIC SUBDIVISION MAP**

**Lot:UNIT 39 Plan:9812469**  
**NE-19-24-28-W04M**

Date: March 28, 2018

Division # 5

File: 04319049**AGENDA****Page 53 of 138**



## Letters in Opposition

## Letters in Support

### Legend



### Circulation Area

## Subject Lands

## LANDOWNER CIRCULATION AREA

**Lot:UNIT 39 Plan:9812469**  
**NE-19-24-28-W04M**

**Date: March 28, 2018**

## Division # 5

**File: 04319049**

## AGENDA

Page 54 of 138

Donald and Joan Fraser

April 3, 2018

Planning Services Department  
Rocky View Country  
911 - 32<sup>nd</sup> Avenue NE.  
Calgary, AB  
T2E 6X6

Re: File Number 04319049  
Application Number PL201180027  
Division 5

Mr Johnson Kwan,

As property owners we wish, by this letter, to file our objections to the application for a change in the Land Use By Law for Lot: Unit 39 Plan: 9812469.

Lands within the jurisdiction of Condominium Corporation 9812469 are subject to the duly constituted Prince of Peace Senior Housing Project By-Laws of The Owners: Condominium Plan No. 9812469.


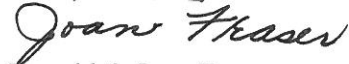
The land as described above is considered within the Condominium Plan to be 'Common Property' and as such is represented by only '1' Unit Factor. Which would give an unfair advantage to any new owner. The proposed Single Family Dwelling does not conform to existing housing units designs within the project which are either duplexes or fourplexes.

The lands within the condominium plan along with the Sage properties make up the entire quarter section of land. This land is not serviced by piped potable water but depends on water delivered daily by trucks. The present water supply is just able to meet the needs of the existing infrastructures and any additional residential development would further burden the present water system's limited capacity.

The addition of any structure within 'The Condominium Plan' would require - under the current By Laws - a joint resolution of the 'Owners' with a 75% approval by numbers and unit factors. To our knowledge the proposed buyer of the property in question has never approached the Condominium Board with a formal proposal for the construction of Single Family Dwelling.

The addition of a Single Family Dwelling to 'The Plan' would unreasonably require the Corporation to provide services and maintenance of the new building. These costs often impact the accumulated Reserve Fund which has been nurtured over the years by owner contributions through their condominium fees. Clearly a new resident who has not made contributions to 'The Reserve Fund' would be unjustly rewarded.

We urge the Rocky View Planning Department and the Rocky View County Council to deny this application and leave the current Land Use By Law undisturbed.

  
  
Donald & Joan Fraser

Delivered by hand to the offices of the Rocky View County, April 5, 2018

John Burton

April 20, 2018

Mr. Johnson Kwan  
Planning Services Department  
Rocky View County  
911 - 32 Avenue NE  
Calgary, AB, T2E 6X6

Re: Application PL20180027 File 04319049

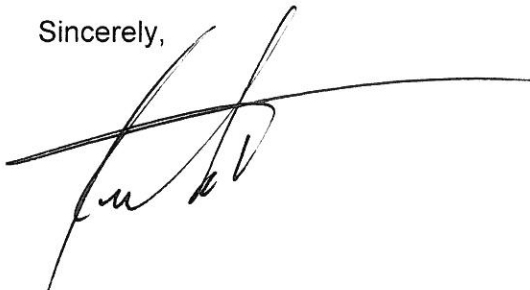
Dear Mr. Kwan:

I am in receipt of the notice concerning the change of land usage for DC-11 to a specific parcel within Condominium Plan 9812469. The proposed change concerns the exchange in land usage from a Parsonage to that of a Single Family Dwelling. I have no objection to the proposal providing the other elements of the current DC-11 are maintained and that Section 2.4.1 be amended to "2.4.1 (viii) Maximum habitable floor area of an Attached or **Detached** Single Family Dwelling - 153.28 square metres (1650 square feet)". I believe that, for the benefit of the whole Condominium, a consistent architectural approach should be maintained.

Although not directly a land issue, I would be remiss to not mention my concerns regarding the provisioning of water and sewage services specifically as there are issues currently on-going over water service and I note that reference is made in the Prince of Peace Master Site Development Plan for this area of the "at capacity" nature of the Sewer Lift Station.<sup>1</sup>

Should you have any questions or concerns I may be reached at: [rwburton2@gmail.com](mailto:rwburton2@gmail.com).

Sincerely,



John Burton

---

<sup>1</sup>

See Prince of Peace Master Site Development Plan Section 9.2.1 at approx. page 270

From:  
To: [Johnson Kwan](#)  
Subject: Comments Application PL20180027  
Date: Friday, April 06, 2018 10:51:02 AM

---

File Number - 04319049  
Application Number - PL20180027  
Division 5

Please accept these comments regarding the application of B & A Planning Group.

The Planning Services Department

Attention: Johnson Kwan

Regarding the above mentioned application, we are submitting the following comments:

1. The amendment application indicates a Single Family Dwelling. Prince of Peace Village consists of duplexes and four-unit structures, and the new unit would have to be consistent with the standard in The Village. It should be semi-detached.
2. The structure needs to conform with the style and appearance of the other structures in POP Village, and would have to abide by the by-laws of The Village.
3. It is our understanding that no further construction of buildings is to be allowed within this development until such time as an adequate piped-in water supply has been acquired.
4. Because the exit from this lot is directly onto Luther Rose Blvd, which is the main artery in The Village, it would be unsafe. All the existing dwellings have exits onto a cul-de-sac.

Brian and Carol Kehler

---

**From:** CAREN  
**Sent:** Wednesday, May 30, 2018 8:45 PM  
**To:** PAA\_ LegislativeServices  
**Subject:** By-Law C-7785-2018

As the daughter of parents who were among the very few Charter Members of Prince of Peace Lutheran Church (my Dad spending most of his evenings and Saturdays after a full time job to build the first Church building on Maitland Cres.), the parsonage land was meant to remain for the use of ANY pastor who needed a home close to the Church that he was leading.

However, with all the problems involving Sage Properties, I would at least want that parcel reserved in the event that the Village Members (myself included) may require to build on that parcel another Community Centre and/or a Chapel, since we have lost ownership of the Church from the intention that it was built.

Also, I fear that people backing out of a driveway directly onto Luther Rose Blvd. (Getting busier all the time) would be a traffic danger.

I have a life-long history with Prince of Peace, and I just ask that you take my concerns into consideration.

Blessings,

**From:** .  
**To:** [Johnson Kwan](#)  
**Subject:** File No. 04319049, Application No. PL20180027, Division 5  
**Date:** Thursday, April 05, 2018 3:39:00 PM

---

The Planning Services Department

Attention: Johnson Kwan

Regarding the above mentioned application, we are submitting the following comments:

1. The amendment application indicates a Single Family Dwelling. Prince of Peace Village consists of duplexes and four-unit structures, and the new unit would have to be consistent with the standard in The Village. It should be semi-detached.
2. The structure needs to conform with the style and appearance of the other structures in POP Village, and would have to abide by the by-laws of The Village.
3. It is our understanding that no further construction of buildings is to be allowed within this development until such time as an adequate piped-in water supply has been acquired.
4. Because the exit from this lot is directly onto Luther Rose Blvd, which is the main artery in The Village, it would be unsafe. All the existing dwellings have exits onto a cul-de-sac.

Donald and Barbara Oatway

**From:** [Vivian Drysdale](#)  
**To:** ["Janet King"](#); [Bonnie J. Anderson](#)  
**Subject:** RE: Brodeur Development - Unit 39 - Land Use Change to Remove "Parson" for only occupant of Unit 39  
**Date:** Thursday, June 07, 2018 3:56:42 PM

---

Good afternoon Bonnie,

Janet King has forwarded me your attached e-mail for comment. The Condo Board will not be issuing a letter of support for the re-designation of this lot.

I have discussed the sale of Unit 39 with our legal counsel and am attaching part of his comments below:

*We understand there is proposed sale of Unit 39 by the owner Encharis to a prospective purchaser which may have already been sanctioned by the Court.*

*We further understand the purchaser has made an application to the MD to re-designate the Land Use to remove the parsonage requirement. The MD has sent notice of the application to the Village Unit Owners. The Village Unit Owners are at liberty to respond as they see fit and ultimately the MD will make the decision on the application.*

*As a result of the foregoing this is not a Board issue and the Board takes no position on the sale or the re-designation application.*

*We trust the above to be satisfactory.*

*Yours truly,*

*Jeff*

**Jeff W. Moroz** | Partner  
McLeod Law LLP | [Web](#) | [Bio](#) | [LinkedIn](#)

If the County of Rocky View allows the re-designation, the Condo Board will have to approve the plans for the house being constructed.

Please advise if you need require anything further from the Prince of Peace Condo Corporation.

Vivian Drysdale  
Chairperson

---

**From:** Janet King



**Sent:** Thursday, June 07, 2018 12:27 PM

**To:** Vivian Drysdale

**Subject:** Fwd: Brodeur Development - Unit 39 - Land Use Change to Remove "Parson" for only occupant of Unit 39

Sent from my iPad

Begin forwarded message:

**From:** "Bonnie J. Anderson" [REDACTED]  
**Date:** June 7, 2018 at 10:45:37 AM MDT  
**To:** Janet King [REDACTED]  
**Cc:** "John Brodeur" [REDACTED]  
Daniel MacGregor [REDACTED]  
**Subject: Brodeur Development - Unit 39 - Land Use Change to Remove "Parson" for only occupant of Unit 39**

Hi Janet, Hope you are well.

The planning firm retained by John Brodeur (Dan MacGregor at Brown & Assoc.) has made application to change the zoning of Unit 39 to remove the requirement that a "parson" occupy that Unit. I believe the condo board is aware of that request, and has been supportive. The scope of the zoning change application is attached.

The public hearing for that requested change is set for June 26. It would be really helpful to have a letter of support from the Condo Board for that application.

Kindly advise if you are able to obtain a letter of support for the requested change.

Please note that the current application before Council to change zoning, as noted above, does not deal with the design of the residence. Decisions regarding design are reserved for the development permit process – which is a separate application that you will be able to comment on.

Right now, the planning firm is just looking at changing the zoning to allow a non-parson person to occupy Unit 39.

If you could give me a call to discuss at your convenience, that would be appreciated.

I can be reached at [REDACTED]

Bonnie

## **RECREATION AND COMMUNITY SERVICES**

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<b>TO:</b>	Council	<b>DIVISION:</b> 4
<b>DATE:</b>	June 26, 2018	
<b>FILE:</b>	6060-300	
<b>SUBJECT:</b>	Langdon Community Association Emergency Funding Request	

---

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

THAT the Langdon Community Association's emergency request for \$3,425.00 to assist with replacing the Langdon Fieldhouse water well pump and electrical line be approved from the Bow North Recreation District in the Public Reserve.

### **EXECUTIVE SUMMARY:**

The Langdon Fieldhouse water well pump and electrical line stopped working. Without running water, the facility could not be rented, leaving community groups without access to this recreation facility. To minimize facility down time Langdon Community Association completed the required well and electrical work by June 12. Under Community Recreation Funding Policy 317, the Langdon Community Association has requested that Council retroactively grant \$3,425.00 to assist with this project.

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

### **BACKGROUND:**

The Langdon Fieldhouse provides basic recreation services for Bow North Recreation District residents. It is rented 80% of the time to Langdon groups, providing service to approximately 1,000 County residents and 100 non-County residents.

The Langdon Community Association notified the County of the pump and electrical failure on May 30, 2018. The failed pump and electrical has been in operation since before 2008 with an expected lifespan of eight to ten years.

### **BUDGET IMPLICATION:**

Resourcing exists in the Bow North Reserve Account.

### **DISCUSSION:**

Under Policy 317, up to 50% of project costs are eligible for emergency funding.

Langdon Community Association has completed the required well and electrical work to minimize facility down time. The request is that special consideration be made for retroactively funding this cost. Under Policy 317, Council retains the right to approve funding from the Public Reserve for applications that do not meet some or all of the requirements set out in the policy.

Without remediation, the facility would have remained closed and County residents would have been without access to one of the few available meeting spaces available in Langdon.

---

<sup>1</sup> **Administration Resources**  
Corwin McCullagh, Recreation & Community Services



Administration has reviewed the application and, with the exception that the emergency request is retroactive, it meets the criteria for Community Recreation Funding Policy #317. In light of Council's discretion over Policy 317, Administration is recommending approval in accordance with **Option #1**.

**OPTIONS:**

Option #1: THAT the Langdon Community Association's emergency request for \$3,425.00 to assist with replacing the Langdon Fieldhouse water well pump and electrical line be approved from the Bow North Recreation District in the Public Reserve.

Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Chris O'Hara"

"Rick McDonald"

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General Manager

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Interim County Manager

CM/SdC

**ATTACHMENTS:**

ATTACHMENT 'A' – Langdon Community Association Emergency Funding Application,  
received June 5, 2018.



ROCKY VIEW COUNTY  
Cultivating Communities

Community Recreation Funding  
**Capital Assistance Grant**

Please type or print clearly. Applicants must be a district organization serving County residents.  
All information provided is public.

**Organization Information**

Organization's Name: Langdon Community Association

Incorporation Act Registered Under (If Applicable): \_\_\_\_\_

Incorporation Number: 502133862

Mailing Address: P.O. Box 134 Langdon, AB \_\_\_\_\_

Postal Code: T0J1X0

*(All correspondence and cheques will be mailed to this address)*

**Primary Contact:**

Name: Chrissy Craig

Telephone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) 403-827-5575

Email: chrissy.craig@goodlucktown.ca

**Alternate Contact:**

Name: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email: durieuxdesigns@gmail.com

**Amount Requested:** \$ 3425

**Facility**

Name of Facility: Langdon Fieldhouse \_\_\_\_\_

Legal Description / Address: 344 Centre St \_\_\_\_\_

Registered Holder of Land Title: Rockyview County \_\_\_\_\_

Please give us a brief description of your organization

The Langdon Community Association (LCA) mission is to rejuvenate and enliven the park, creating a central gathering place and community spirit within Langdon. The LCA also maintains and operates the Field House which establishes a community centre and promotes social, educational, and recreational interests in the community

Please describe in detail the work to be carried out and the need for this project  
(Please attach a separate piece of paper if you need additional space)

The Langdon Fieldhouse is requesting Emergency funds to assist with replacing the pump and electrical to the water well. The pump and electrical stopped working, thus the Fieldhouse has no running water. We will completely replace the pump, control panel and electrical line.

Describe how the project will benefit your community and the County.

The Fieldhouse is rented 80% of the time to groups in Langdon. Without running water the building isn't rentable and these groups would have to find another place to operate.

Please indicate the **number of people** who access your facility, amenity or program for which funding is being sought who reside in:

- Within Rocky View County: ~1000 \_\_\_\_\_
- Outside Rocky View County boundaries: ~100 \_\_\_\_\_

Is this project located in a neighbouring municipality?

☐ Yes

X No

If yes, how will access to County residents be assured? Is there an existing joint use agreement in place?

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What are the annual operating expenses for this facility? \$53000 (all LCA leased area)

How many months of the year does this facility operate? \_\_\_\_\_ 12 months \_\_\_\_\_

Estimated project start date: May 27, 2018

Estimated completion date: June 5, 2018 \_\_\_\_\_

Capital Assistance Grant – District Fall 2017

## Project Budget

## Revenue

Requested Grant Amount	\$3425	Maximum Rocky View County Funding including grant request cannot exceed 50% of total project costs.
Cash Contributions	\$3425	Please note: Cash contributions and donated in kind represent your matching amount which must equal or exceed grant request.
Donated In Kind	\$0	
Other Grant Funding	\$0	Attach a detailed list of other grant funding which has been applied for or approved for this project.
<b>Total Revenue</b>	<b>\$6850</b>	

Total Project Cost and Donated Components Breakdown – If you are applying for funding for more than one project, please provide ALL quotes (3 for each project) in the following table.  
See Appendix C for an EXAMPLE.

Project Description	Quote Cost (A)	Source of Quote	Quote Attached	Quote used for Total Project Cost Calculation Below	Labour* (B)	Equipment (C)
A. Pump & Electrical replacement	1.6000	Trust Plumbing	X	<input type="checkbox"/>		
	2.		<input type="checkbox"/>	<input type="checkbox"/>		
	3.		<input type="checkbox"/>	<input type="checkbox"/>		
B. Well Decontamination	1.850	Aaron Drilling Team	X	<input type="checkbox"/>		
	2.		<input type="checkbox"/>	<input type="checkbox"/>		
	3.		<input type="checkbox"/>	<input type="checkbox"/>		

Note: We have casino money we have set aside and AGLC application to use for Fieldhouse/park upgrades. We are seeking matching funds for this project. Quote 1 is too high, and items can be removed, quote 2 is missing some key items we would like to see. We have asked 4 other landscaping companies to give us a quote, with no response. Hopefully we will get one before the grant review board meets.

\*Volunteer labour valued at \$12 per hour as per Rocky View County Bylaw C-7551-2016

**Total Project Costs=** 6850 **(Sum of A + B + C) → This figure must equal 'Total Revenue' above. Please indicate which quote you are using for this calculation.**

- **Include quotes.** If not included, indicate source of estimates
- **Include confirmation** of all corporate in kind materials and/or services (i.e. letter from donor)
- **Cash contribution should be supported by Financial Statements** and letters from donors of larger cash amounts

Capital Assistance Grant – District Fall 2017



- **No retroactive funding is permitted** for costs that have already been incurred prior to application submission

### FINANCIAL ASSISTANCE

- A. If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.

We do not have an operating surplus, capital reserve or unrestricted cash.

- B. If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?

If we are unsuccessful in getting approved, we will pay for it using the Emergency Fund. But that would leave the LCA in a terrible position if we have another Emergency happen

- C. Have you, or are you planning on receiving funding for this project from another government program, municipality or another level of government?

Yes No X

If yes, please explain.

### Mandatory Attachments

- ☐ Minimum of three (3) quotes per project
- ☐ Audited financial statements
- ☐ List of organization's Officers and Directors

- ❖ **PLEASE NOTE:** If you have not heard from us within a week of your application submission, please get in direct contact with Sue de Caen at [sdecaen@rockyview.ca](mailto:sdecaen@rockyview.ca).



**Declaration Statement**

We, the two representatives, certify that this application is complete and accurate

Name: Chrissy Craig Chair

Title: Chair

Date: May 31, 2018

Name: Jessica Smythe

Title: Vice Chair

Date: May 31, 2018

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation and Community Services at 403.520.6307

**Obligations Upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion report** detailing how the money was spent and whether or not the stated objectives were achieved. Failure to submit a report may affect future grant application consideration. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

Please see page 15 for evaluation criteria

Do not send appendices back with application form





## ENFORCEMENT SERVICES

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**TO:** Council

**DATE:** June 26, 2018 **DIVISIONS:** 4 & 5

**FILE:** 3000-300

**SUBJECT:** Strathmore RCMP Watch Clerk Position

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

- Motion #1 THAT Administration be authorized to enter into a one year agreement with the Town of Strathmore to fund a watch clerk for the Strathmore RCMP Detachment.
- Motion #2 THAT the budget adjustment be approved as per Attachment 'A'.

### EXECUTIVE SUMMARY:

The Strathmore RCMP has four shifts divided into watches. The RCMP has implemented the use of watch clerks (administrative staff that work the same shift as the constables on a particular watch) in many of the busier detachments. The duties that the watch clerks perform allow the constables to forego many administrative tasks that keep the constables in the office. Council and Administration received a request from the Strathmore RCMP to consider funding a watch clerk position, and at the May 22, 2018, Councillor Schule made a Motion Arising that Administration be directed to bring a report back to Council regarding an additional shared watch clerk position for the Strathmore RCMP Detachment. As a result, members of Council and Administration attended a meeting on June 5, 2018 to learn more about the benefits of adding watch clerk positions to the Strathmore Detachment.

Administration recommends **Option #1**.

### BACKGROUND:

At the June 5, 2018 meeting, the Strathmore Detachment Commander presented information on the duties of a general duty constable. Information was also provided regarding the increase in office work for a general duty constable due to changes in court processes, managing records, and other required administrative functions. On a daily basis, the time needed to complete these administrative tasks amounts to effectively taking one constable off the road for their entire shift. The RCMP committed to providing statistical information detailing the benefit of the position to the watch.

The Town of Strathmore has hired two watch clerks who have been in their positions for approximately six months (one position is permanent and the other is transitioning from temporary to permanent). During that time, the Detachment has seen the benefit of the watch clerks as they assist in completing some of the administrative functions that the general duty constable would have had to complete. As a result, the constables are now able to focus more time on more community-based policing including attendance in schools to discuss various topics with students of all ages. Due to the success of Strathmore's positions, Wheatland County has also funded a 12 month term position to provide a third watch clerk.

Should Rocky View County support this initiative, the recruitment process for the fourth watch clerk position for the Strathmore Detachment can begin immediately. It can take up to 4 months to fill the

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<sup>1</sup> **Administration Resources**

Lorraine Wesley-Riley, Enforcement Services



**ROCKY VIEW COUNTY**  
Cultivating Communities

position with an external hire. An agreement for the position would need to be made with the Town of Strathmore and payment would be made directly to the municipality as part of the agreement. As this is a new position, the agreement with the Town of Strathmore would be for one year from the date the employee starts. There would be no costs incurred until the position is filled. Should Council wish to extend the watch clerk position after the trial period, the agreement can be extended with the Town of Strathmore until the Municipal Police Service Agreement (MPSA) is in place for the Langdon policing solution. At that time, the watch clerk position can form part of the MPSA.

#### **BUDGET IMPLICATION(S):**

The 2018 annual cost for a watch clerk position is approximately \$67,000 per year, including salary and benefits. Any overtime incurred is an extra cost. Funding for 2018 will need to be reallocated from the general reserve. Administration recommends that 4/12 of the annual salary be allocated (\$22,300) in the event that the position is filled quickly. A budget adjustment is included as Attachment 'A'.

#### **OPTIONS:**

- |           |   |  |
|-----------|---|--|
| Option #1 | Motion #1                               | THAT Administration be authorized to enter into a one year agreement with the Town of Strathmore to fund a watch clerk for the Strathmore RCMP Detachment. |
|           | Motion #2                               | THAT the budget adjustment be approved as per Attachment 'A'.  |
| Option #2 | THAT alternative direction be provided. |  |

Respectfully submitted,

"Kent Robinson"

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General Manager

Concurrence,

"Rick McDonald"

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Interim County Manager

#### **ATTACHMENTS:**

Attachment 'A' – Budget Adjustment

**ROCKY VIEW COUNTY**  
**BUDGET ADJUSTMENT REQUEST FORM**  
**BUDGET YEAR: 2018**

Description	Budget Adjustment
EXPENDITURES: Transfer to Town of Strathmore	22,300
<b>TOTAL EXPENSE:</b>	22,300
REVENUES: Transfer from Tax Stabilization Reserve	(22,300)
<b>TOTAL REVENUE:</b>	(22,300)
<b>NET BUDGET REVISION:</b>	0
<b>REASON FOR BUDGET REVISION:</b> Funding for watch clerk position ( 4/12 for 2018)	
<b>AUTHORIZATION:</b>  <div style="display: flex; justify-content: space-between;"> <div>             County Manager: _____               Gen. Manager Corp. Services: _____               Manager: _____           </div> <div>             Council Meeting Date: _____               Council Motion Reference: _____               Date: _____           </div> </div>	

Budget AJE No: \_\_\_\_\_

Posting Date: \_\_\_\_\_

## **INTERGOVERNMENTAL AFFAIRS**

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**TO:** Council  
**DATE:** June 26, 2018 **DIVISION:** All  
**FILE:** 1034-500  
**SUBJECT:** Intermunicipal Collaboration Framework - Terms of Reference for Rural Municipalities

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

THAT the Intermunicipal Collaboration Framework Terms of Reference that guides County participation in the development of the Intermunicipal Collaboration Frameworks for the Municipal District of Bighorn, Kneehill County, Mountain View County, and Wheatland County be adopted as per Attachment 'A'.

### **EXECUTIVE SUMMARY:**

The Intermunicipal Collaboration Framework (ICF) identifies how municipal services are delivered between two adjacent municipalities. The most recent *Municipal Government Act* (MGA) amendments now require Rocky View County (the County) to complete an ICF with all adjacent municipalities that are not a member of the Calgary Metropolitan Region Board. The ICFs must be complete by April 2020.

The attached ICF Terms of Reference provides Administration and Council with a plan for developing an ICF with each of the following rural municipalities: Municipal District of Bighorn, Kneehill County, Mountain View County, and Wheatland County. In the fall, Administration intend to bring an additional Terms of Reference for developing an ICF with the Village of Beiseker, the Town of Crossfield, the Town of Irricana, and the Kananaskis Improvement District.

Administration recommends **Option #1**.

### **BACKGROUND:**

As of April 2018, the updated MGA includes a focus on regional land-use planning and service delivery. To operationalize regional collaboration on service delivery, the MGA now requires adjacent municipalities to adopt an ICF, and an Intermunicipal Development Plan (IDP).

An IDP is a planning document that allows for a respectful and consistent approach to matters of mutual interest along shared municipal boundaries. The MGA states that an ICF is incomplete without an adopted IDP.

The County must adopt an ICF and an IDP with municipalities that are not members of the Calgary Metropolitan Region Board.

The ICF development includes the follow key considerations:

- It is completed by April 2020;
- It is adopted as a bylaw and address how municipal services are delivered between two adjacent municipalities. Services that must be considered in an ICF are: emergency services, recreation, solid waste, transportation, water, and waste water;
- The County is only required to complete an ICF with an adjacent municipality that is not a member of the Calgary Metropolitan Region Board;

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<sup>1</sup> **Administration Resources**  
Nesreen Ali, Intergovernmental Affairs



- A binding dispute resolution clause;
- Contain an IDP that is either attached or referenced in a separate bylaw;
- Provide a plan for how any new services will be implemented (financing and service delivery); and
- A review period of no more than five years.

#### *ICF Terms of Reference*

The County is committed to working in good faith with adjacent municipalities to complete the ICF. The Terms of Reference found in Attachment 'A' provides direction on how the County plans to work alongside its adjacent rural municipalities to complete an ICF with each of them.

A Review Committee of appointed Council members and the CAO (or designate) is an integral part of developing and adopting an ICF. The role of Council members on the Review Committee includes: providing broad service direction and assistance in identifying issues/opportunities with respect to the ICF, reviewing the draft ICF, and providing periodic updates to Council on the progress of the ICF.

Administration's role in developing the ICF is to create a work plan for the project, coordinate with intermunicipal partners, draft the ICF, negotiate key components, and ensure there is an equitable dedication of administrative resources/cost-sharing through the ICF preparation.

#### **BUDGET IMPLICATION:**

Budget implications include staff time, and mileage incurred meeting with other municipalities. There is a potential implication on the County budget if a new or expanded service is required to be financed through the implementation of an ICF.

#### **RECOMMENDATION:**

The attached Intermunicipal Collaboration Framework Terms of Reference provides guidance to Administration and Council on how to develop an Intermunicipal Collaboration Framework with each of the following rural municipalities: Municipal District of Bighorn, Kneehill County, Mountain View County, and Wheatland County. Administration recommends adoption of the Terms of Reference in accordance with **Option #1**.

#### **OPTIONS:**

- Option #1: THAT the Intermunicipal Collaboration Framework Terms of Reference that guides County participation in the development of the Intermunicipal Collaboration Frameworks for the Municipal District of Bighorn, Kneehill County, Mountain View County, and Wheatland County be adopted as per Attachment 'A'.
- Option #2: THAT alternative direction be provided.

Respectfully submitted,

"Rick McDonald"

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Interim County Manager

NA/rp

**ATTACHMENTS:**

Attachment 'A': Terms of Reference for the Rocky View County & Rural Municipalities Intermunicipal Collaboration Framework

# Terms of Reference



## ROCKY VIEW COUNTY & RURAL MUNICIPALITIES INTERMUNICIPAL COLLABORATION FRAMEWORK

<b>Approval Date:</b> June 26, 2018 <b>Revision Date:</b> N/A	<b>Reports to:</b> Council	<b>Supporting Department:</b> Intergovernmental Affairs
		<b>Authority:</b> Motion of Council on June 26, 2018

This *Terms of Reference* (TOR) is intended to guide the preparation of four Intermunicipal Collaboration Frameworks (ICFs) with Rocky View County's adjacent rural municipal neighbours: Municipal District of Bighorn, Mountain View County, Kneehill County and Wheatland County (rural municipalities). The TOR will direct the development process and ICF content for the County and ensure consistency between the various ICFs the County is preparing.

### 1.0 BACKGROUND & CONTEXT

The updated *Municipal Government Act* (MGA) includes a number of new policies that mandate regional and intermunicipal planning and service delivery coordination. The MGA now articulates that the purpose of a municipality includes "work[ing] collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services." To implement this purpose, there are new policy levers for intermunicipal collaboration that include the Calgary Metropolitan Regional Board, Intermunicipal Collaboration Frameworks, and Intermunicipal Development Plans.

Calgary Metropolitan Regional Board (CMRB) will direct servicing and planning decisions in the Calgary region for municipalities with a population greater than 5,000 residents.

- The County is a member of the CMRB along with the City of Airdrie, The City of Calgary, the City of Chestermere, the Town of Cochrane, the M.D. of Foothills, the Town of High River, the Town of Okotoks, the Town of Strathmore, and a portion of Wheatland County.

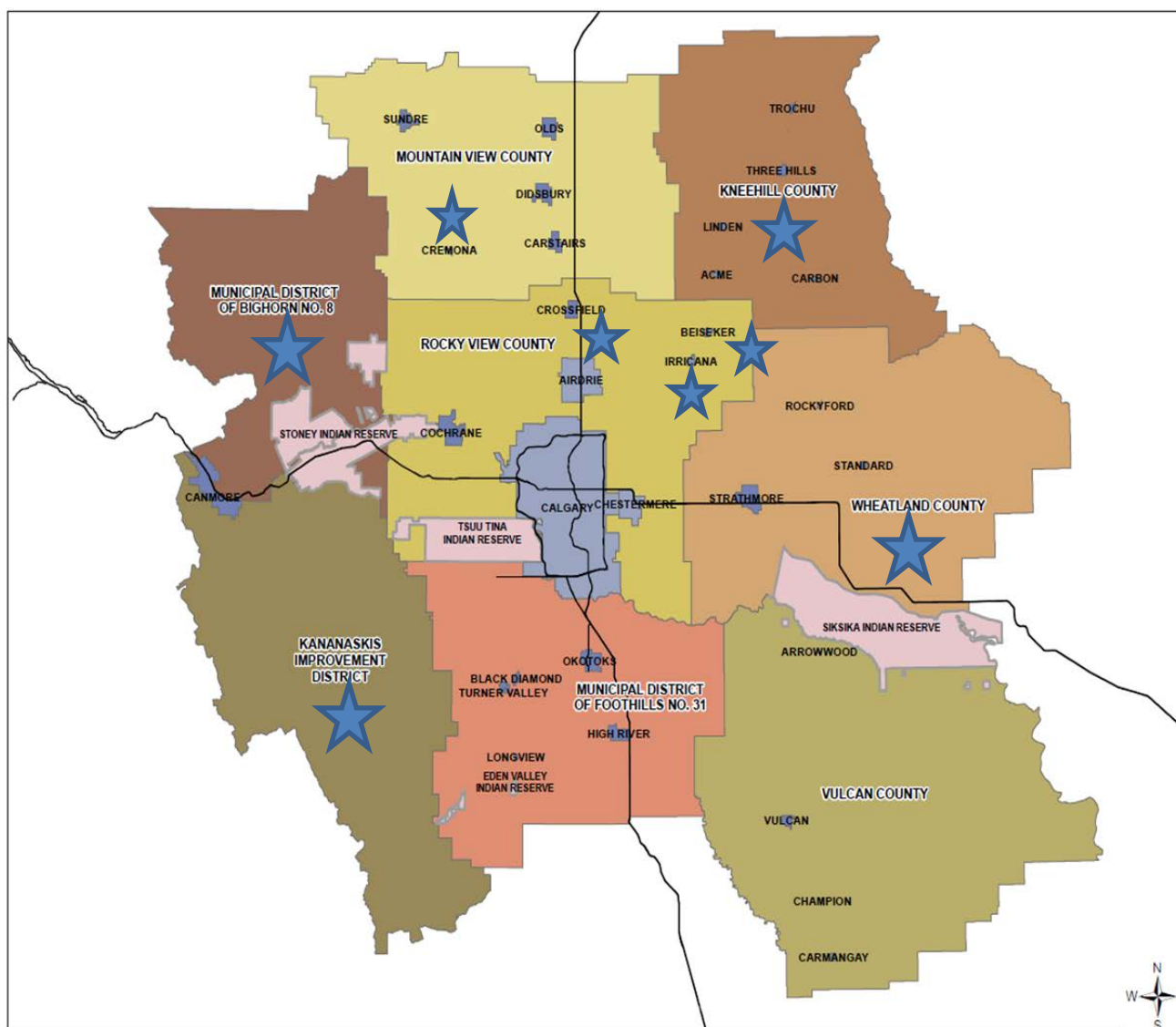
An Intermunicipal Collaboration Framework (ICF) is a bylaw that identifies how municipal services are delivered between two neighbouring municipalities.

- Rocky View County is required to develop an ICF with the Municipal District of Bighorn, Mountain View County, the Kananaskis Improvement District, Kneehill County, the Town of Crossfield, the Town of Irricana, the Village of Beiseker, and Wheatland County (Figure 1. Map).
- The County is not required to create an ICF with municipalities that are members of the CMRB.

An Intermunicipal Development Plan (IDP) is a statutory plan that directs how planning will take place on the borders of two municipalities.

- Rocky View County is required to develop an IDP with the Municipal District of Bighorn, Mountain View County, Kneehill County, the Town of Irricana, the Village of Beiseker, and Wheatland County (Figure 1. Map).
- The County is not required to create an IDP with adjacent municipalities that are members of the CMRB.

**Figure 1: Municipalities★ Requiring an ICF**





## 2.0 ENABLING LEGISLATION FOR THE ICF

Section 708 of the MGA provides the enabling legislation for the ICF and the regulation that accompanies it.

The legislation and regulation directs municipalities to:

- a. Create an ICF by April 2020 with adjacent municipalities that are not included in a Growth Management Board;
- b. Act in good faith in the development of an ICF;
- c. Identify how services are delivered between two municipalities. These services include: emergency services, recreation, solid waste, transportation and water and waste water;
- d. Identify how these services are delivered: by one of the participating municipalities, separately, through a shared service delivery model, or by using a third party;
- e. Develop a binding dispute resolution and arbitration process to develop and implement the ICF;
- f. Ensure the ICF is adopted with a corresponding IDP; and
- g. Bring the ICF into force through adopting matching bylaws.

## 3.0 ICF PRINCIPLES

The ICF principles are what the County will use in negotiating the ICF with its municipal neighbours. These principles are intended to guide the preparation of the ICF and inform the overall philosophy, approach to agreements, and use of the ICF.

### 1. *Mutual Respect and Equity*

This principle acknowledges that both municipalities are equal and are equally capable of making their own decisions and recognizes that municipal decisions affect other municipalities.

### 2. *Cooperation, Collaboration, Communication and Trust*

Cooperation is key to ensuring common goals are achieved. This is achieved by clear and timely communication, intent to collaborate in good faith, and a genuine trust in the relationship with municipal neighbours.

### 3. *Cost Effective and Efficient Services*

Ensuring scarce resources are efficiently providing local services that benefit the local and regional interests of the participating municipalities.

### 4. *Coordinated, Consistent, and Timely Response*

An important operational goal of the ICF is to provide coordinated, consistent, and timely service delivery.

### 5. *Living Document*

The ICF is to be a living document that provides a process for identifying future areas of municipal cooperation.

#### 4.0 ICF GOALS

The goals of the ICF are to:

- a. Provide integrated and efficient funding and delivery of intermunicipal services;
- b. Optimize the delivery of scarce resources for providing local services;
- c. Ensure municipalities contribute equitable funding to services that benefit residents;
- d. Highlight, and if necessary, formalize existing collaborative work between adjacent municipalities; and
- e. Provide a forum for neighbouring municipalities to work together to discover opportunities to provide services to residents.

As per the MGA, the final ICF document must have three main components:

- a. A list of services that are currently delivered by each municipality;
- b. Information on how services are delivered, funded, and implemented intermunicipally; and
- c. A dispute resolution clause for resolving disputes about the ICF and any service agreements to which the ICF refers.

*Additional items, such as principles for collaboration, may be included depending on the desire of our municipal partners.*

#### 5.0 PROJECT ORGANIZATION

##### 5.1 Review Committee

Rocky View County will propose to the participating municipality a Review Committee (hereafter called 'the Committee') with balanced representation of Council and Senior Administration from each municipality. It is envisioned that each municipality's Council will appoint two (2) or three (3) Councillors and the CAO or designate to a Committee. Committee representatives may be engaged by their respective Administrations separately to gain specific feedback on areas of interest. In order to allow for collaborative decision making, the work plan for the project will also provide the opportunity for the Committee to convene as a whole.

##### 5.2 Responsibilities of the Committee

- a. Provide broad policy direction and assist in identifying issues and opportunities with respect to the ICF;
- b. Act as a resource for both Administrations;
- c. Review the draft IDP; and
- d. Provide periodic updates to each respective Council on the progress of the ICF.

##### 5.3 Responsibility of the Administrations

- a. Administrations from both municipalities are responsible for the establishment of a work plan for the project and the preparation of the ICF with input from the Committee.

Both municipalities must ensure that there is an equitable dedication of Administrative resources and cost-sharing throughout the process of ICF preparation and adoption.

#### 5.4 Responsibility of the Councils

The respective Councils of each municipality will be responsible for approval of the ICF Bylaw.

#### 5.5 Coordination with Intermunicipal Development Plan (IDP)

An IDP is a policy document that facilitates a respectful and consistent approach to land-use matters along the shared borders of two municipalities. In accordance with the MGA amendments, the municipalities are required to complete an IDP with their municipal neighbours that are not part of a Growth Management Board. The ICF must be adopted with a corresponding IDP, otherwise it is not considered complete.

The ICF project will progress independently from the IDP; however, these two projects will gain feedback and direction from the Committee. Opportunities for collaboration between both the IDP and ICF process will be sought where possible.

### 6.0 DISPUTE RESOLUTION AND ARBITRATION

Entering into the negotiations in “good faith” is essential to completing the ICF with municipal partners. Rocky View County will rely on cultivating strong working relationships with its municipal neighbours to complete the ICFs.

However, if an ICF is not agreed upon and adopted by bylaw within the two-year time limit, ICF legislation requires that an arbitrator be engaged. Municipalities working on the ICF together may choose an arbitrator or have one assigned by Municipal Affairs.

The arbitrator, once engaged, has the ability to create an ICF consistent with legislative requirements. The arbitrator can use mediation or arbitration to facilitate the completion of the ICF. In doing this, the arbitrator is required to consider the following:

- a. Services and infrastructure provided in other ICFs in which the municipality is involved;
- b. Consistency of services provided to residents in the municipalities;
- c. Equitable sharing of costs among municipalities;
- d. Environmental concerns within the municipalities;
- e. Public interest; and
- f. Any other matters prescribed by the regulation.

### 7.0 TIMELINE

The scope of work is organized into five stages; a completion date will be determined through the planning process with the adjacent municipality. Administration's goal is to bring these ICFs to Council for approval no later than June 2019. The IDP development will progress on a separate timeline than the Intermunicipal Development Plan and will have separate stages it must complete to fulfill its legislative requirements. The five stages of the ICF project are as follows:

- Stage 1: Research and analysis: Identify and meet with representatives from respective municipal partners, and review current intermunicipal service agreements **[completed]**.
- Stage 2: Establish a Review Committee, meet with administrative leads, coordinate meetings with internal and external service delivery experts, and draft ICF.

- Stage 3: Present draft ICF to Review Committee and Administrative leads for review.
- Stage 4: ICF approval process through Bylaw adoption.
- Stage 5: ICF approval from Municipal Affairs.

## **PLANNING SERVICES**

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**TO:** Council  
**DATE:** June 26, 2018 **DIVISION:** All  
**FILE:** 1011-100  
**SUBJECT:** Intermunicipal Development Plan - Terms of Reference for Rural Municipalities

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

- Motion 1: THAT the Joint Terms of Reference for the Rocky View County and Municipal District of Bighorn Intermunicipal Development Plan be approved as per Attachment A.
- Motion 2: THAT the Joint Terms of Reference for the Rocky View County and Mountain View County Intermunicipal Development Plan be approved as per Attachment B.
- Motion 3: THAT the Joint Terms of Reference for the Rocky View County and Kneehill County Intermunicipal Development Plan be approved as per Attachment C.
- Motion 4: THAT the Joint Terms of Reference for the Rocky View County and Wheatland County Intermunicipal Development Plan be approved as per Attachment D.

### **EXECUTIVE SUMMARY:**

The purpose of an Intermunicipal Development Plan (IDP) is to minimize land use and development conflicts, provide opportunities for collaboration and communication, and outline processes for the resolution of issues that may arise within the area of mutual interest adjacent to a municipal boundary. Following the most recent *Municipal Government Act* (MGA) amendments, Rocky View County (the County) is required to complete an Intermunicipal Development Plan (IDP) with all adjacent municipalities that are not members of the Calgary Metropolitan Region Board (CMRB).

Administration, in collaboration with representatives from each neighbouring municipality, has prepared four Joint Terms of Reference with each of the following rural municipalities: Municipal District of Bighorn, Kneehill County, Mountain View County, and Wheatland County.

Administration recommends **Option #1**.

### **BACKGROUND:**

As of April 2018, the MGA emphasizes regional planning and service delivery. The MGA now requires municipalities to adopt IDPs and Intermunicipal Collaboration Frameworks (ICFs) with all adjacent municipalities that are not members of the Calgary Metropolitan Region Board (CMRB). ICFs identify how municipal services (such as water, recreation, and emergency services) are delivered between two adjacent municipalities. An ICF is not complete without an adopted IDP. A separate report and Terms of Reference for the ICF component has been provided, and should be considered concurrently.

An IDP is a planning document that aims to minimize land use and development conflicts, provide opportunities for collaboration and communication, and outline processes for the resolution of issues that may arise within the area of mutual interest adjacent to a municipal boundary. Section 631 of the

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<sup>1</sup> **Administration Resources**  
Stefan Kunz, Planning Services



MGA establishes the enabling legislation for the preparation and adoption of IDPs. The County has adopted a number of IDPs previously, particularly with The City of Calgary, the City of Airdrie, the Town of Cochrane, and the Town of Crossfield.

The County currently does not have any adopted IDPs with the municipalities listed in this report.

The new MGA identifies a number of items an IDP must address, including:

- Future land use;
- Future development;
- The provision of transportation systems;
- Financing infrastructure;
- Co-ordination of physical, social, and economic programs;
- Environmental matters; and
- Provisions of services.

#### *IDP Terms of Reference*

The County is committed to working in good faith alongside adjacent municipalities to complete the IDPs. The four Terms of Reference attached to this report provide direction on how the County plans to work alongside its adjacent rural municipalities (Bighorn, Kneehill, Mountain View, and Wheatland) to complete an IDP with each of them.

Administration conducted initial meetings with representatives from these municipalities, and worked with them to draft the four Terms of Reference documents. While all share the same goals, principles, and general structure, there are minor differences between them. Owing to differing levels of staffing and resources, areas of interest, and other local considerations, the documents recognize that respect and flexibility with each of the municipalities are required.

A Review Committee of appointed Council members and the CAO (or designate) is an integral part of developing and adopting each IDP. Council members' role on the Review Committee includes:

- Providing broad service direction and assisting in identifying issues/opportunities with respect to the IDP;
- Reviewing the draft IDP; and
- Providing periodic updates to Council on the progress of the IDP.

Administration will make recommendations regarding membership for Council's review and will bring motions for appointment at a future date.

Administration's role in developing the IDPs is to create a work plan, coordinate with intermunicipal partners, draft the document, negotiate key components, and ensure there is an equitable dedication of administrative resources/cost-sharing throughout the project.

#### **BUDGET IMPLICATION:**

Preparation of the IDPs was anticipated and is included in the 2018 Budget.

#### **RECOMMENDATION:**

The four attached Terms of Reference documents provide guidance to Administration and Council on how to develop an IDP with each of the following rural municipalities: Municipal District of Bighorn, Kneehill County, Mountain View County, and Wheatland County. Administration recommends approval of each of the Terms of Reference in accordance with **Option #1**.



### OPTIONS:

- Option #1:
- Motion 1: THAT the Joint Terms of Reference for the Rocky View County and Municipal District of Bighorn Intermunicipal Development Plan be approved as per Attachment A.
  - Motion 2: THAT the Joint Terms of Reference for the Rocky View County and Mountain View County Intermunicipal Development Plan be approved as per Attachment B.
  - Motion 3: THAT the Joint Terms of Reference for the Rocky View County and Kneehill County Intermunicipal Development Plan be approved as per Attachment C.
  - Motion 4: THAT the Joint Terms of Reference for the Rocky View County and Wheatland County Intermunicipal Development Plan be approved as per Attachment D.
- Option #2: THAT alternative direction be provided.

Respectfully submitted,

“Rick McDonald”

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Interim County Manager

SK/rp

### ATTACHMENTS:

- Attachment ‘A’ Joint Terms of Reference for the *Rocky View County & Municipal District of Bighorn Intermunicipal Development Plan*
- Attachment ‘B’ Joint Terms of Reference for the *Rocky View County & Mountain View County Intermunicipal Development Plan*
- Attachment ‘C’ Joint Terms of Reference for the *Rocky View County & Kneehill County Intermunicipal Development Plan*
- Attachment ‘D’ Joint Terms of Reference for the *Rocky View County & Wheatland County Intermunicipal Development Plan*

# Joint Terms of Reference



## ROCKY VIEW COUNTY & MUNICIPAL DISTRICT OF BIGHORN INTERMUNICIPAL DEVELOPMENT PLAN

<b>Approval Date:</b> June 26, 2018 <b>Revision Date:</b> N/A	<b>Reports to:</b> Council	<b>Supporting Department:</b> Planning Services
		<b>Authority:</b> Motion of Council on June 26, 2018

The purpose of this *Terms of Reference* is to guide the preparation of an Intermunicipal Development Plan (IDP) between Rocky View County and the Municipal District of Bighorn, in accordance with the requirements of the *Municipal Government Act*.

### 1.0 INTRODUCTION

The Province of Alberta recently completed a review of the *Municipal Government Act* (MGA) and made numerous amendments to the legislation, effective April 1, 2018. Included in these amendments is a requirement that all municipalities must adopt an Intermunicipal Development Plan (IDP) and an Intermunicipal Collaboration Framework (ICF) with each adjacent municipality.

These amendments apply to the shared borders between Rocky View County and the Municipal District of Bighorn. These policy documents must be adopted within two years of the legislation's effective date.

Rocky View County and the Municipal District of Bighorn will work collaboratively to prepare and approve an IDP that establishes a policy framework that formalizes the working relationship between the two municipalities. The aim of the IDP is to establish a respectful and consistent approach to matters of mutual interest along our shared border.

### 2.0 ENABLING LEGISLATION

Section 631 of the MGA provides the enabling legislation for the preparation and adoption of an IDP. The MGA states:

*"631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a*



*bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(1.1) Despite subsection (1), the Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(1.2) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(2) An intermunicipal development plan*

*(a) must address*

- (i) the future land use within the area,*
- (ii) the manner of and the proposals for future development in the area,*
- (iii) the provision of transportation systems for the area, either generally or specifically,*
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- (v) environmental matters within the area, either generally or specifically, and*
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,*

*and*

*(b) must include*

- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) provisions relating to the administration of the plan.”*

MGA sections 636, 638 and 638.1 address plan preparation, hierarchical importance to other statutory plans, and compliance with regional plans.

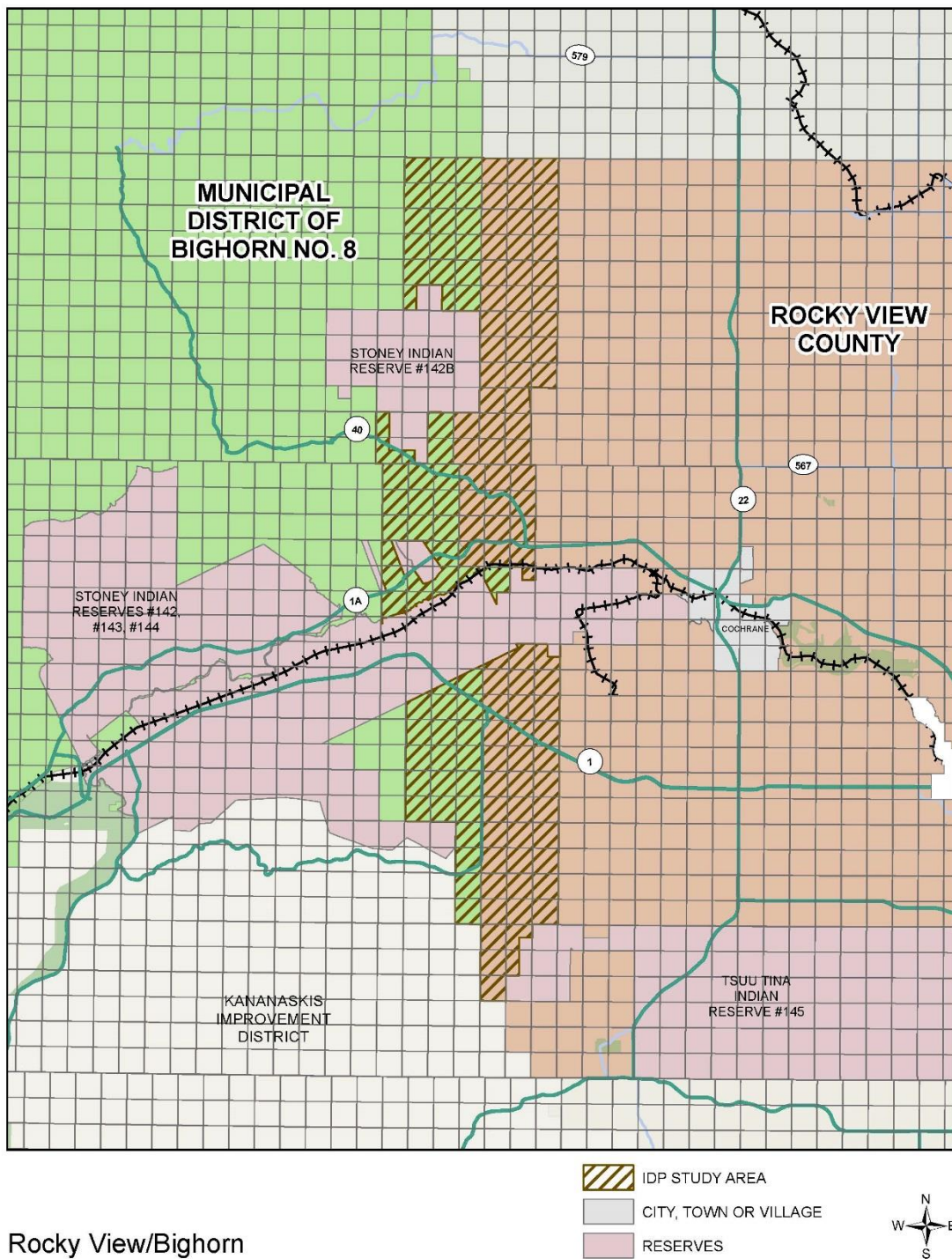
With the IDP, Rocky View County and the Municipal District of Bighorn shall formalize the basis of inter-municipal cooperation and establish a process that ensures future land use and development is coordinated comprehensively. The document will guide how planning should proceed within the IDP area, in a manner that is compatible with the existing physical, social, and economic development of the area.

### **3.0 IDP STUDY AREA**

The IDP Study Area shown on Map 1 may be larger or smaller than the final area determined at the approval stage of the document. The purpose of expanding the IDP Study Area is to ensure that all relevant matters of intermunicipal interest are addressed and reflected in the final document. Currently, the shared boundary of Rocky View County and the MD of Bighorn is

approximately 106 kilometres (66 miles) in length. The IDP Study Area is 4.8 kilometers (3 miles) on either side of the municipal border.

### MAP 1: IDP STUDY AREA



#### 4.0 IDP PRINCIPLES

The following principles are intended to guide the preparation of the IDP and inform the overall development of the philosophy, policy, and administration of the IDP.

1. *Mutual Respect and Equity*

Both municipalities are equal and make independent decisions within their municipality. Policies and processes in the IDP will minimize the potential for land use, subdivision, and development decisions to negatively impact the other municipality.

2. *Cooperation, Collaboration, Communication, and Trust*

This principle is the basis upon which the IDP will be prepared and the municipalities will operate.

3. *Respect for the Environment and Natural Systems*

Each municipality acknowledges the importance of the land on which human activity takes place, which is in accordance with their statutory plans.

4. *Public Involvement*

Development of the IDP is to include appropriate and meaningful public involvement.

5. *Economic Development*

The IDP shall respect existing economic undertakings, be responsive to opportunities that may arise, and protect future areas of economic interest in a manner that is beneficial to residents and both municipalities.

6. *Coordinated, Consistent, and Timely Response*

Ensure coordinated, consistent, and timely responses to circulation of land use, subdivision, and development applications affecting the IDP area.

7. *Concise and Clear Plan*

The IDP is to be concise in its content and clear in its intent.

8. *Efficient & Cost Effective*

The effective use of time and funding will ensure the MGA requirements are met.

9. *Living Document*

The IDP is a living document that may be amended in the future.

#### 5.0 IDP GOALS

The IDP's goals represent the needs of the two municipalities within the IDP area while fulfilling the requirements of the MGA.

*Future Land Use Planning:*

1. To ensure long-term compatibility of future land use within both municipalities that includes the identification of development constraints such as provincial highways, pipelines, oil and gas developments, contaminated lands, utility corridors, historic resources, and intensive agricultural operations.
2. To ensure that agriculture continues to be the dominant use of land in the IDP area, and to encourage and support the preservation of agricultural land.

3. To develop transition policies that address the interface between land uses in proximity of the IDP area.

#### *Water and Watersheds*

4. To determine the need for additional policy regarding significant watersheds and any other ecologically sensitive areas within the IDP area.

#### *Public Communication and Consultation*

5. To ensure meaningful engagement of landowners located within the IDP area.
6. To educate interested residents within both municipalities on the content of the IDP.

#### *Joint Projects*

7. To identify, examine the feasibility of, prioritize, and create policies that support intermunicipal projects of mutual interest and benefit:
  - a. Identify intermunicipal roadways and the alignment of transportation corridors with the potential for future upgrades;
  - b. Identify areas impacted by the provincial transportation network, and develop a common and inclusive approach when engaging with provincial regulatory agencies;
  - c. Identify areas or circumstances where mutual planning for utilities, regional and local transportation infrastructure, pathways, and/or recreation may be beneficial in conjunction with the Intermunicipal Collaboration Framework (ICF).

#### *IDP Administration*

8. To define each municipality's responsibility and commitment to circulate and take into consideration the comments received when making land use, subdivision, and development decisions that may impact the IDP area.
9. To establish the administrative process to coordinate and communicate regarding projects and initiatives that may influence the IDP area.
10. To address the MGA requirements with respect to intermunicipal conflict resolution, amendment and repeal procedures, and plan administration.
11. To establish a communication process that ensures ongoing dialogue and allows for future amendments to the IDP.

## **6.0 PROJECT ORGANIZATION**

### **6.1 Review Committee**

The Review Committee (hereafter called the Committee) is formed with balanced representation of Council members and Senior Administration from each municipality. Each Council will appoint two (2) Councillors and the CAO or designate. Committee representatives may be engaged by their respective Administrations separately to gain specific feedback on areas of interest. To allow for collaborative decision making, the work plan for the project will also provide the opportunity for the Committee to convene on an as needed basis.

### **6.2 Responsibilities of the Committee**

- a. Provide broad policy direction and assist in identifying issues and opportunities with respect to the IDP;

- b. Act as a resource for both Administrations;
- c. Review the draft IDP; and
- d. Provide periodic updates to each respective Council on the progress of the IDP.

### 6.3 Responsibility of the Administrations

Administrations from both municipalities will be responsible for establishing a work plan for the project, and for preparing the IDP with input from the Committee. Both municipalities agree to equitable dedication of Administrative resources and cost-sharing throughout the process of IDP preparation and adoption.

### 6.4 Responsibility of the Councils

The respective Councils of each municipality will be responsible for approval of the IDP Bylaw after the Public Hearing.

### 6.5 Coordination with Intermunicipal Collaboration Framework (ICF)

An ICF is an agreement that provides for integrated and strategic planning, delivery, and funding of intermunicipal services. In accordance with the MGA, the both municipalities will complete an ICF. The ICF project will be governed by its own Terms of Reference and will progress independently from the IDP. However, the Committee will retain the same members for both IDP and ICF projects, which will ensure continuity in the Committee's feedback and direction to the administrative staff. While both projects will be overseen by the Committee, it is important to recognize the distinction between the ICF and the IDP processes. Opportunities for collaboration between both the IDP and ICF projects will be sought wherever possible.

## 7.0 SCOPE OF WORK AND PROJECT STAGES

The scope of work is organized into four stages, with a completion date to be determined through the planning process. The four stages of the work program include:

- Stage 1: Research, analysis, and stakeholder input (as defined in 8.2)
- Stage 2: Draft IDP and review of the IDP by the Committee
- Stage 3: Public review of the IDP to receive suggestions and representations
- Stage 4: IDP approval process

Although four stages are planned for the IDP work, aspects of these stages may be combined to enhance project efficiency. Flexibility will be critical to the success of the IDP, so the quality of the work will take precedence over rigid adherence to arbitrary deadlines.

An anticipated project timeline:

TOR Approval	June 2018
Stage 1	July – September 2018
Stage 2	October - November 2018
Stage 3	December – February 2018/19
Stage 4	March 2019

## 8.0 PUBLIC AND STAKEHOLDER INVOLVEMENT

Both municipalities recognize that the future land use of the IDP area is agricultural in nature, except where statutory plans may support non-agricultural uses. The future land use concept is

not anticipated to significantly deviate from the existing statutory plans currently in place for either municipality.

### 8.1 Public Involvement

The purpose of public involvement is to:

- a. Inform and educate the public and stakeholders on the nature and requirements of an IDP;
- b. Inform the public and stakeholders of the scope and policy aspects of an IDP; and
- c. Gather public input (suggestions and representations) on the draft IDP.

### 8.2 Stakeholder Involvement

Key stakeholders to be involved in review of drafts of the IDP include:

- a. Intermunicipal Departments;
- b. Provincial Agencies;
- c. Public utilities, public agencies, or public authorities;
- d. Affected landowners; and
- e. Affected business, commercial, or industrial interests.

### 8.3 Engagement

1. Websites and newspapers:
  - a. Kickoff with a communication piece that Rocky View County and the Municipal District of Bighorn are developing the IDP: outline of the process of the IDP development, provide a map of the Study area, and provide details on whom to contact for more information.
2. Websites:
  - a. Dedicate a webpage on each municipality's website that will provide information and updates on the process.
3. With direction from the Committee, if feedback indicates a significant interest in the IDP, a joint Open House(s) may be scheduled to share and receive input (suggestions and representations) on the draft IDP.

# Joint Terms of Reference



## ROCKY VIEW COUNTY & MOUNTAIN VIEW COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

<b>Approval Date:</b> June 26, 2018 <b>Revision Date:</b> N/A	<b>Reports to:</b> Council	<b>Supporting Department:</b> Planning Services
		<b>Authority:</b> Motion of Council on June 26, 2018

The purpose of this *Terms of Reference* is to guide the preparation of an Intermunicipal Development Plan (IDP) between Rocky View County and Mountain View County, in accordance with the requirements of the *Municipal Government Act*.

### 1.0 INTRODUCTION

The Province of Alberta recently completed a review of the *Municipal Government Act* (MGA) and made numerous amendments to the legislation, effective April 1, 2018. Included in these amendments is a requirement that all municipalities must adopt an Intermunicipal Development Plan (IDP) and an Intermunicipal Collaboration Framework (ICF) with each adjacent municipality.

These amendments apply to the shared borders between Rocky View County and Mountain View County. These policy documents must be adopted within two years of the legislation's effective date.

Rocky View County and Mountain View County will work collaboratively with each other to prepare and approve an IDP that establishes a policy framework that formalizes the working relationship between the two municipalities. The aim of the IDP is to cultivate a respectful and consistent approach to matters of mutual interest along our shared border.

### 2.0 ENABLING LEGISLATION

Section 631 of the MGA provides the enabling legislation for the preparation and adoption of an IDP. The MGA states:

*"631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an*



*intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(1.1) Despite subsection (1), the Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(1.2) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(2) An intermunicipal development plan*

*(a) must address*

- (i) the future land use within the area,*
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- (iii) the provision of transportation systems for the area, either generally or specifically,*
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- (v) environmental matters within the area, either generally or specifically, and*
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,*

*and*

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- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) provisions relating to the administration of the plan.”*

MGA sections 636, 638 and 638.1 address plan preparation, hierarchical importance to other statutory plans and compliance with regional plans.

With the IDP, Rocky View County and Mountain View County shall formalize their existing spirit of inter-municipal cooperation and establish a process that ensures future land use and development is coordinated comprehensively. The document will allow for planning to occur in a way that is compatible with the surrounding area, and it will allow for collaboration concerning physical, social, and economic development within the IDP area.

### **3.0 IDP STUDY AREA**

The IDP Study Area shown on Map 1 may be larger than the final area within the approved IDP. The purpose of expanding the IDP Study Area is to ensure that all relevant matters of intermunicipal interest are addressed and reflected in the final document. The official IDP boundaries will be determined through the development of the IDP. The IDP Study Area is 4.8 kilometers, or 3 miles, on either side of the municipal border.



#### 4.0 IDP PRINCIPLES

The IDP principles are intended to guide the preparation of the IDP and inform the overall development of the philosophy, policy, and administration of the IDP.

1. *Mutual Respect and Equity*

This principle draws upon the notion that both municipalities are equal and make independent decisions within their municipality. Policies and processes in the IDP will minimize the potential for land use, subdivision, and development decisions to negatively impact the other municipality.

2. *Cooperation, Collaboration, Communication, and Trust*

This principle forms the basis upon which the IDP will be prepared and the municipalities will operate.

3. *Respect for the Environment and Natural Systems*

This principle is reflected in the statutory plans of each municipality and acknowledges the importance of the land on which human activity takes place.

4. *Public Involvement*

Development of the IDP is to include appropriate and meaningful public involvement.

5. *Economic Development*

The IDP shall respect existing economic undertakings, be responsive to opportunities that may arise, and protect future areas of economic interest in a manner that is beneficial to residents and both municipalities.

6. *Coordinated, Consistent, and Timely Response*

This principle will ensure coordinated, consistent, and timely responses to land use, subdivision, and development applications.

7. *Concise and Clear Plan*

The IDP is to be concise in its content and clear in its intent.

8. *Cost Effective*

The effective use of time and funding will ensure the MGA requirements are met.

9. *Living Document*

The IDP is a living document that may be amended in the future.

#### 5.0 IDP GOALS

The IDP's goals represent the needs of the two municipalities while incorporating the requirements of the MGA.

*Future Land Use Planning:*

1. To ensure long-term compatibility of future land use within both municipalities that includes the identification of development constraints such as provincial highways, pipelines, oil and gas developments, contaminated lands, utility corridors, historic resources, and intensive agricultural operations.
2. To ensure that agriculture continues to be the dominant use of land in the IDP area, and to encourage and support the preservation of agricultural land.

3. To develop transition policies that address the interface between land uses in proximity of the municipal border.

#### *Water and Watersheds*

4. To determine the need for additional policy regarding significant watersheds and any other ecologically sensitive areas within the IDP area.

#### *Public Communication and Consultation*

5. To ensure meaningful engagement of landowners located within the IDP area.
6. To educate interested residents within both municipalities on the content of the IDP.

#### *Joint Projects*

7. To identify, examine the feasibility of, prioritize, and create policies that support intermunicipal projects of mutual interest or need:
  - a. Identify intermunicipal roadways and the alignment of corridors with the potential for future upgrades;
  - b. Identify areas impacted by the provincial transportation network in order to develop a common and inclusive approach when engaging with provincial regulatory agencies;
  - c. Identify areas or circumstances where mutual planning for utilities, regional and local transportation infrastructure, pathways, and/or recreation may be beneficial in conjunction with the Intermunicipal Collaboration Framework (ICF).

#### *IDP Administration*

8. To define each municipality's responsibility and commitment to circulate and take into consideration the comments received when making land use, subdivision, and development decisions.
9. To establish the administrative process to coordinate and communicate regarding projects and initiatives that may influence the IDP area.
10. To address the MGA requirements with respect to intermunicipal conflict resolution, amendment and repeal procedures, and plan administration.
11. To establish a communication process that ensures ongoing dialogue and allows for future amendments to the IDP.

## **6.0 PROJECT ORGANIZATION**

### **6.1 Review Committee**

The Review Committee (hereafter called the Committee) is formed with balanced representation of Council members and Senior Administration from each municipality. Each Council will appoint two (2) or three (3) Councillors and the CAO or designate. Committee representatives may be engaged separately to gain specific feedback on areas of interest. The work plan for the project will provide for the opportunity to convene as a whole may be considered in order to engage in collaborative decision making.

### **6.2 Responsibilities of the Committee**

- a. Provide broad policy direction and assist in identifying issues and opportunities with respect to the IDP;
- b. Act as a resource for both Administrations;

- c. Review the draft IDP; and
- d. Provide periodic updates to each respective Council on the progress of the IDP.

### **6.3 Responsibility of the Administrations**

Administrations from both municipalities will be responsible for the establishment of a work plan for the project, and for preparation of the IDP with input from the Committee. Both municipalities agree to equitable dedication of Administrative resources and cost-sharing throughout the process of IDP preparation and adoption.

### **6.4 Responsibility of the Councils**

The respective Councils of each municipality will be responsible for approval of the IDP Bylaw at a Public Hearing.

### **6.5 Coordination with Intermunicipal Collaboration Framework (ICF)**

An ICF is an agreement that provides for integrated and strategic planning, delivery, and funding of intermunicipal services. In accordance with the MGA amendments, the County is required to complete an ICF with its municipal neighbours. The ICF project will progress independently from the IDP; however, there is the potential for collaboration between the two projects in order to enhance efficiency and consistency.

## **7.0 SCOPE OF WORK AND PROJECT STAGES**

The scope of work is organized into four stages, with a completion date to be determined through the planning process. The four stages of the work program include:

- Stage 1: Research, analysis, and stakeholder input
- Stage 2: Draft IDP and review of the IDP by the Committee
- Stage 3: Public review of the IDP to receive suggestions and representations
- Stage 4: IDP approval process

Although four stages are planned for the IDP work, aspects of these stages may be combined to enhance project efficiency. Flexibility will be critical to the success of the IDP, so the quality of the work will take precedence over rigid adherence to arbitrary deadlines.

An anticipated project timeline:

TOR Approval	June 2018
Stage 1	July – September 2018
Stage 2	October - November 2018
Stage 3	December – February 2018/19
Stage 4	March 2019

## **8.0 PUBLIC AND STAKEHOLDER INVOLVEMENT**

Both municipalities recognize that the future land use of the IDP area is agricultural in nature, except where statutory plans may support non-agricultural uses. The future land use concept is not anticipated to significantly deviate from the existing statutory plans currently in place.

### **8.1 Public Involvement**

The purpose of public involvement is to:

- a. Inform and educate the public and stakeholders on the nature and requirements of an IDP;

- b. Inform the public and stakeholders of the scope and policy aspects of an IDP; and
- c. Gather public input (suggestions and representations) on the draft IDP.

## 8.2 Stakeholder Involvement

Key stakeholders to be involved in review of drafts of the IDP include:

- a. Intermunicipal Departments;
- b. Provincial Agencies;
- c. Public utilities, public agencies, or public authorities;
- d. Affected landowners; and
- e. Affected business, commercial, or industrial interests.

## 8.3 Engagement

- 1. Websites and newspapers:
  - a. Kickoff with a communication piece that Rocky View County and Mountain View County are developing the IDP: outline of the process of the IDP development, provide a map of the Study area, and provide details on whom to contact for more information and how to provide suggestions and representations.
- 2. Websites:
  - a. Dedicate a webpage on each municipality's website that will provide information and updates on the process.
- 3. With direction from the Committee, if feedback indicates a significant interest in the IDP, a joint Open House may be scheduled to share and receive input (suggestions and representations) on the draft IDP.

# Joint Terms of Reference



## ROCKY VIEW COUNTY & KNEEHILL COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

<b>Approval Date:</b> June 26, 2018 <b>Revision Date:</b> N/A	<b>Reports to:</b> Council	<b>Supporting Department:</b> Planning Services
		<b>Authority:</b> Motion of Council on June 26, 2018

The purpose of this *Terms of Reference* is to guide the preparation of an Intermunicipal Development Plan (IDP) between Rocky View County and Kneehill County, in accordance with the requirements of the *Municipal Government Act*.

### 1.0 INTRODUCTION

The Province of Alberta recently completed a review of the *Municipal Government Act* (MGA) and made numerous amendments to the legislation, effective April 1, 2018. Included in these amendments is a requirement that all municipalities must adopt an Intermunicipal Development Plan (IDP) and an Intermunicipal Collaboration Framework (ICF) with each adjacent municipality.

These amendments apply to the shared borders between Rocky View County and Kneehill County. These policy documents must be adopted within two years of the legislation's effective date.

Rocky View County and Kneehill County will work collaboratively with each other to prepare and approve an IDP that establishes a policy framework that formalizes the working relationship between the two municipalities. The aim of the IDP is to cultivate a respectful and consistent approach to matters of mutual interest along our shared border.

### 2.0 ENABLING LEGISLATION

Section 631 of the MGA provides the enabling legislation for the preparation and adoption of an IDP. The MGA states:

*"631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an*



*intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(1.1) Despite subsection (1), the Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(1.2) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

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*(a) must address*

- (i) the future land use within the area,*
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- (iii) the provision of transportation systems for the area, either generally or specifically,*
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- (v) environmental matters within the area, either generally or specifically, and*
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,*

*and*

*(b) must include*

- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
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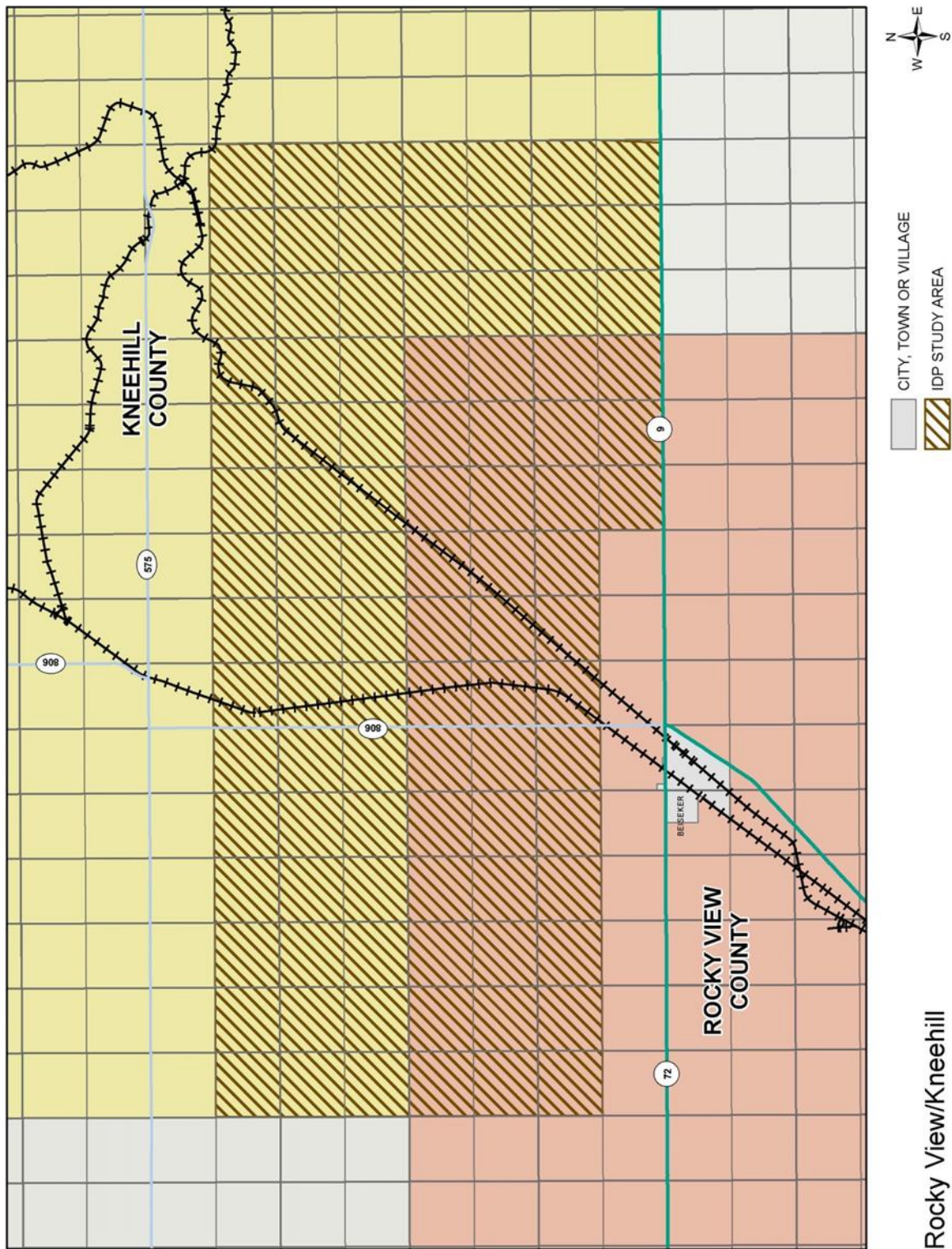
With the IDP, Rocky View County and Kneehill County shall formalize their existing spirit of inter-municipal cooperation and establish a process that ensures future land use and development is coordinated comprehensively. The document will allow for planning to occur in a way that is compatible with the surrounding area, and it will allow for collaboration concerning physical, social, and economic development within the IDP area.

### **3.0 IDP STUDY AREA**

The IDP Study Area shown on Map 1 may be larger than the final area within the approved IDP. The purpose of expanding the IDP Study Area is to ensure that all relevant matters of intermunicipal interest are addressed and reflected in the final document. The official IDP

boundaries will be determined through the development of the IDP. The IDP Study Area is 4.8 kilometers, or 3 miles, on either side of the municipal border.

**MAP 1: IDP STUDY AREA**



#### 4.0 IDP PRINCIPLES

The IDP principles are intended to guide the preparation of the IDP and inform the overall development of the philosophy, policy, and administration of the IDP.

1. *Mutual Respect and Equity*

This principle draws upon the notion that both municipalities are equal and make independent decisions within their municipality. Policies and processes in the IDP will minimize the potential for land use, subdivision, and development decisions to negatively impact the other municipality.

2. *Cooperation, Collaboration, Communication, and Trust*

This principle forms the basis upon which the IDP will be prepared and the municipalities will operate.

3. *Respect for the Environment and Natural Systems*

This principle is reflected in the statutory plans of each municipality and acknowledges the importance of the land on which human activity takes place.

4. *Public Involvement*

Development of the IDP is to include appropriate and meaningful public involvement.

5. *Economic Development*

The IDP shall respect existing economic undertakings, be responsive to opportunities that may arise, and protect future areas of economic interest in a manner that is beneficial to residents and both municipalities.

6. *Coordinated, Consistent, and Timely Response*

This principle will ensure coordinated, consistent, and timely responses to land use, subdivision, and development applications.

7. *Concise and Clear Plan*

The IDP is to be concise in its content and clear in its intent.

8. *Efficient & Cost Effective*

The effective use of time and funding will ensure the MGA requirements are met.

9. *Living Document*

The IDP is a living document that may be amended in the future.

#### 5.0 IDP GOALS

The IDP's goals represent the needs of the two municipalities while incorporating the requirements of the MGA.

*Future Land Use Planning:*

1. To ensure long-term compatibility of future land use within both municipalities that includes the identification of development constraints such as provincial highways, pipelines, oil and gas developments, contaminated lands, utility corridors, historic resources, and intensive agricultural operations.
2. To ensure that agriculture continues to be the dominant use of land in the IDP area, and to encourage and support the preservation of agricultural land.

3. To develop transition policies that address the interface between land uses in proximity of the municipal border.

#### *Water and Watersheds*

4. To determine the need for additional policy regarding significant watersheds and any other ecologically sensitive areas within the IDP area.

#### *Public Communication and Consultation*

5. To ensure meaningful engagement of landowners located within the IDP area.
6. To educate interested residents within both municipalities on the content of the IDP.

#### *Joint Projects*

7. To identify, examine the feasibility of, prioritize, and create policies that support intermunicipal projects of mutual interest or need:
  - a. Identify intermunicipal roadways and the alignment of corridors with the potential for future upgrades;
  - b. Identify areas impacted by the provincial transportation network in order to develop a common and inclusive approach when engaging with provincial regulatory agencies;
  - c. Identify areas or circumstances where mutual planning for utilities, regional and local transportation infrastructure, pathways, and/or recreation may be beneficial in conjunction with the Intermunicipal Collaboration Framework (ICF).

#### *IDP Administration*

8. To define each municipality's responsibility and commitment to circulate and take into consideration the comments received when making land use, subdivision, and development decisions.
9. To establish the administrative process to coordinate and communicate regarding projects and initiatives that may influence the IDP area.
10. To address the MGA requirements with respect to intermunicipal conflict resolution, amendment and repeal procedures, and plan administration.
11. To establish a communication process that ensures ongoing dialogue and allows for future amendments to the IDP..

## **6.0 PROJECT ORGANIZATION**

### **6.1 Review Committee**

The Review Committee (hereafter called the Committee) is formed with balanced representation of Council members and Senior Administration from each municipality. Each Council will appoint two (2) or three (3) Councillors and the CAO or designate. Committee representatives may be engaged by their respective Administrations separately to gain specific feedback on areas of interest. In order to allow for collaborative decision making, the work plan for the project will also provide the opportunity for the Committee to convene as a whole.

### **6.2 Responsibilities of the Committee**

- a. Provide broad policy direction and assist in identifying issues and opportunities with respect to the IDP;

- b. Act as a resource for both Administrations;
- c. Review the draft IDP; and
- d. Provide periodic updates to each respective Council on the progress of the IDP.

### **6.3 Responsibility of the Administrations**

Administrations from both municipalities will be responsible for the establishment of a work plan for the project, and for preparation of the IDP with input from the Committee. Both municipalities agree to equitable dedication of Administrative resources and cost-sharing throughout the process of IDP preparation and adoption.

### **6.4 Responsibility of the Councils**

The respective Councils of each municipality will be responsible for approval of the IDP Bylaw at a Public Hearing.

### **6.5 Coordination with Intermunicipal Collaboration Framework (ICF)**

An ICF is an agreement that provides for integrated and strategic planning, delivery, and funding of intermunicipal services. In accordance with the MGA amendments, the municipalities are required to complete an ICF with its municipal neighbours. The ICF project will progress independently from the IDP; however, these two projects will gain feedback and direction from the Committee. Opportunities for collaboration between both the IDP and ICF process will be sought wherever possible.

## **7.0 SCOPE OF WORK AND PROJECT STAGES**

The scope of work is organized into four stages, with a completion date to be determined through the planning process. The four stages of the work program include:

- Stage 1: Research, analysis, and stakeholder input
- Stage 2: Draft IDP and review of the IDP by the Committee
- Stage 3: Public review of the IDP to receive suggestions and representations
- Stage 4: IDP approval process

Although four stages are planned for the IDP work, aspects of these stages may be combined to enhance project efficiency. Flexibility will be critical to the success of the IDP, so the quality of the work will take precedence over rigid adherence to arbitrary deadlines.

An anticipated project timeline:

TOR Approval	June 2018
Stage 1	July – September 2018
Stage 2	October - November 2018
Stage 3	December – February 2018/19
Stage 4	March 2019

## **8.0 PUBLIC AND STAKEHOLDER INVOLVEMENT**

Both municipalities recognize that the future land use of the IDP area is agricultural in nature, except where statutory plans may support non-agricultural uses. The future land use concept is not anticipated to significantly deviate from the existing statutory plans currently in place.

### **8.1 Public Involvement**

The purpose of public involvement is to:

- a. Inform and educate the public and stakeholders on the nature and requirements of an IDP;
- b. Inform the public and stakeholders of the scope and policy aspects of an IDP; and
- c. Gather public input (suggestions and representations) on the draft IDP.

## 8.2 Stakeholder Involvement

Key stakeholders to be involved in review of drafts of the IDP include:

- a. Intermunicipal Departments;
- b. Provincial Agencies;
- c. Public utilities, public agencies, or public authorities;
- d. Affected landowners; and
- e. Affected business, commercial, or industrial interests.

## 8.3 Engagement

1. Websites and newspapers:
  - a. Kickoff with a communication piece that Rocky View County and Kneehill County are developing the IDP: outline of the process of the IDP development, provide a map of the Study area, and provide details on whom to contact for more information and how to provide suggestions and representations.
2. Websites:
  - a. Dedicate a webpage on each municipality's website that will provide information and updates on the process.
3. With direction from the Committee, if feedback indicates a significant interest in the IDP, a joint Open House may be scheduled to share and receive input (suggestions and representations) on the draft IDP.

# Joint Terms of Reference



## ROCKY VIEW COUNTY & WHEATLAND COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

<p><b>Approval Date:</b> June 26, 2018</p> <p><b>Revision Date:</b> N/A</p>	<p><b>Reports to:</b> Council</p>	<p><b>Supporting Department:</b> Planning Services</p> <p><b>Authority:</b> Motion of Council on June 26, 2018</p>
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The purpose of this *Terms of Reference* is to guide the preparation of an Intermunicipal Development Plan (IDP) between Rocky View County and Wheatland County, in accordance with the requirements of the *Municipal Government Act*.

### 1.0 INTRODUCTION

The Province of Alberta recently completed a review of the *Municipal Government Act* (MGA) and made numerous amendments to the legislation, effective April 1, 2018. Included in these amendments is a requirement that all municipalities must adopt an Intermunicipal Development Plan (IDP) and an Intermunicipal Collaboration Framework (ICF) with each adjacent municipality.

These amendments apply to the shared borders between Rocky View County and Wheatland County. These policy documents must be adopted within two years of the legislation's effective date.

Rocky View County and Wheatland County will work collaboratively with each other to prepare and approve an IDP that establishes a policy framework that formalizes the working relationship between the two municipalities. The aim of the IDP is to cultivate a respectful and consistent approach to matters of mutual interest along our shared border.

### 2.0 ENABLING LEGISLATION

Section 631 of the MGA provides the enabling legislation for the preparation and adoption of an IDP. The MGA states:

*"631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an*



*intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(1.1) Despite subsection (1), the Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(1.2) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(2) An intermunicipal development plan*

*(a) must address*

- (i) the future land use within the area,*
- (ii) the manner of and the proposals for future development in the area,*
- (iii) the provision of transportation systems for the area, either generally or specifically,*
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- (v) environmental matters within the area, either generally or specifically, and*
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,*

*and*

*(b) must include*

- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) provisions relating to the administration of the plan.”*

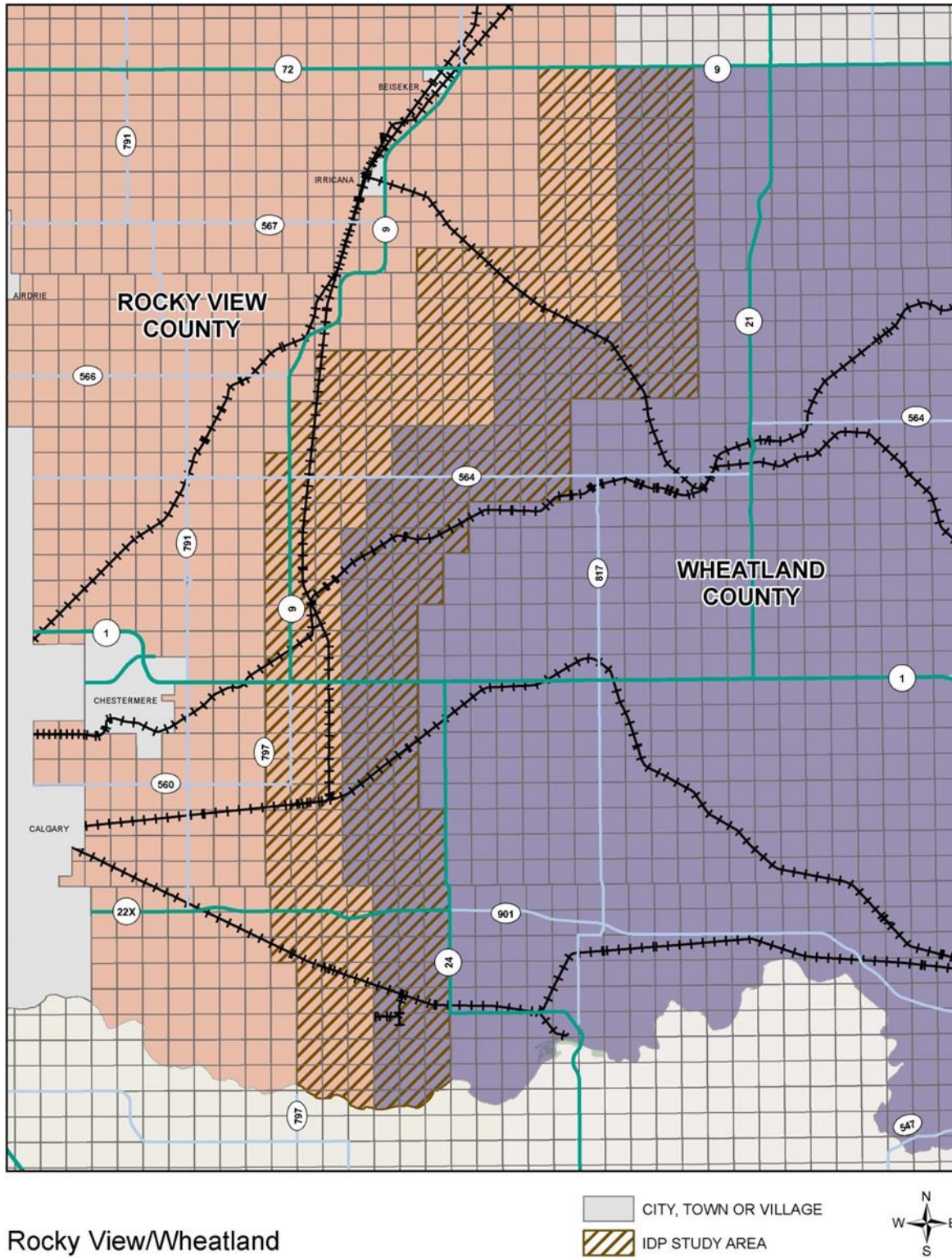
MGA sections 636, 638 and 638.1 address plan preparation, hierarchical importance to other statutory plans, and compliance with regional plans.

With the IDP, Rocky View County and Wheatland County shall formalize their existing spirit of intermunicipal cooperation and establish a process that ensures future land use and development is coordinated comprehensively. The document will allow for planning to occur in a way that is compatible with the surrounding area, and it will allow for collaboration concerning physical, social, and economic development within the IDP area.

### **3.0 IDP STUDY AREA**

The IDP Study Area shown on Map 1 may be larger than the final policy area within the approved IDP. The purpose of expanding the IDP Study Area is to ensure that all relevant matters of intermunicipal interest are addressed and reflected in the final document. The official IDP boundaries will be determined through the development of the IDP. The IDP Study Area is 4.8 kilometers, or 3 miles, on either side of the municipal border.

MAP 1: IDP STUDY AREA



#### 4.0 IDP PRINCIPLES

The IDP principles are intended to guide the preparation of the IDP and inform the overall development of the philosophy, policy, and administration of the IDP.

1. *Mutual Respect and Equity*

This principle draws upon the notion that both municipalities are equal and make independent decisions within their municipality. Policies and processes in the IDP will minimize the potential for land use, subdivision, and development decisions to negatively impact the other municipality.

2. *Cooperation, Collaboration, Communication, and Trust*

This principle forms the basis upon which the IDP will be prepared and the municipalities will operate.

3. *Respect for the Environment and Natural Systems*

This principle is reflected in the statutory plans of each municipality and acknowledges the importance of the land on which human activity takes place.

4. *Public Involvement*

Development of the IDP is to include appropriate and meaningful public involvement.

5. *Economic Development*

The IDP shall respect existing economic undertakings, be responsive to opportunities that may arise, and protect future areas of economic interest in a manner that is beneficial to residents and both municipalities.

6. *Coordinated, Consistent, and Timely Response*

This principle will ensure coordinated, consistent, and timely responses to land use, subdivision, and development applications.

7. *Concise and Clear Plan*

The IDP is to be concise in its content and clear in its intent.

8. *Efficient & Cost Effective*

The effective use of time and funding will ensure the MGA requirements are met.

9. *Living Document*

The IDP is a living document that may be amended in the future.

#### 5.0 IDP GOALS

The IDP's goals represent the needs of the two municipalities while incorporating the requirements of the MGA.

*Future Land Use Planning:*

1. To ensure that agriculture continues to be the dominant use of land in the IDP area, and to encourage and support the preservation of agricultural land.
2. To ensure long-term prosperity of both municipalities through coordinated future land use planning that includes the identification of compatible future land uses, economic opportunities, and development constraints such as provincial highways, pipelines, oil

and gas developments, contaminated lands, utility corridors, historic resources, and intensive agricultural operations.

3. To develop transition policies that address the interface between land uses in proximity of the municipal border.

#### *Water and Watersheds*

4. To determine the need for additional policy regarding significant watersheds and any other ecologically sensitive areas within the IDP area.

#### *Public Communication and Consultation*

5. To ensure meaningful engagement of landowners located within the IDP area.
6. To educate interested residents within both municipalities on the content of the IDP.

#### *Joint Projects*

7. To identify, examine the feasibility of, prioritize, and create policies that support intermunicipal projects of mutual interest or need:
  - a. Identify intermunicipal roadways and the alignment of corridors with the potential for future upgrades;
  - b. Identify areas impacted by the provincial transportation network in order to develop a common and inclusive approach when engaging with provincial regulatory agencies;
  - c. Identify areas or circumstances where mutual planning for utilities, regional and local transportation infrastructure, pathways, and/or recreation may be beneficial in conjunction with the Intermunicipal Collaboration Framework (ICF).

#### *IDP Administration*

8. To define each municipality's responsibility and commitment to circulate and take into consideration the comments received when making land use, subdivision, and development decisions.
9. To establish the administrative process to coordinate and communicate regarding projects and initiatives that may influence the IDP area.
10. To address the MGA requirements with respect to intermunicipal conflict resolution, amendment and repeal procedures, and plan administration.
11. To establish a communication process that ensures ongoing dialogue and allows for future amendments to the IDP.

## **6.0 PROJECT ORGANIZATION**

### **6.1 Review Committee**

The Review Committee (hereafter called the Committee) is formed with balanced representation of Council members and Senior Administration from each municipality. Each Council will appoint two (2) or three (3) Councillors and the CAO or designate. Committee representatives may be engaged by their respective Administrations separately to gain specific feedback on areas of interest. In order to allow for collaborative decision making, the work plan for the project will also provide the opportunity for the Committee to convene as a whole.

**6.2 Responsibilities of the Committee**

- a. Provide broad policy direction and assist in identifying issues and opportunities with respect to the IDP;
- b. Act as a resource for both Administrations;
- c. Review the draft IDP; and
- d. Provide periodic updates to each respective Council on the progress of the IDP.

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Administrations from both municipalities will be responsible for the establishment of a work plan for the project, and for preparation of the IDP with input from the Committee. Both municipalities agree to equitable dedication of Administrative resources and cost-sharing throughout the process of IDP preparation and adoption.

**6.4 Responsibility of the Councils**

The respective Councils of each municipality will be responsible for approval of the IDP Bylaw at a Public Hearing.

**6.5 Coordination with Intermunicipal Collaboration Framework (ICF)**

An ICF is an agreement that provides for integrated and strategic planning, delivery, and funding of intermunicipal services. In accordance with the MGA amendments, the municipalities are required to complete an ICF with its municipal neighbours. The ICF project will progress independently from the IDP; however, these two projects will gain feedback and direction from the Committee. Opportunities for collaboration between both the IDP and ICF process will be sought wherever possible.

**7.0 SCOPE OF WORK AND PROJECT STAGES**

The scope of work is organized into four stages, with a completion date to be determined through the planning process. The four stages of the work program include:

- Stage 1: Research, analysis, and stakeholder input
- Stage 2: Draft IDP and review of the IDP by the Committee
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An anticipated project timeline:

TOR Approval	June 2018
Stage 1	July – September 2018
Stage 2	October - November 2018
Stage 3	December – February 2018/19
Stage 4	March 2019

**8.0 PUBLIC AND STAKEHOLDER INVOLVEMENT**

Both municipalities welcome feedback in order to ensure that the IDP reflects the goals of stakeholders and area residents.

### 8.1 Public Involvement

The purpose of public involvement is to:

- a. Inform and educate the public and stakeholders on the nature and requirements of an IDP;
- b. Inform the public and stakeholders of the scope and policy aspects of an IDP; and
- c. Gather public input (suggestions and representations) on the draft IDP.

### 8.2 Stakeholder Involvement

Key stakeholders to be involved in review of drafts of the IDP include:

- a. Intermunicipal Departments;
- b. Provincial Agencies;
- c. Public utilities, public agencies, or public authorities;
- d. Affected landowners; and
- e. Affected business, commercial, or industrial interests.

### 8.3 Public Communications & Engagement

The final project work plan will include a public communications and engagement component that will detail how stakeholders and the public within both municipalities will be engaged throughout the project. In order to raise awareness of the project, initial notification will be communicated as indicated below.

1. Websites and newspapers:
  - a. Kickoff with a communication piece that Rocky View County and Wheatland County are developing the IDP: outline of the process of the IDP development, provide a map of the Study area, and provide details on whom to contact for more information and how to provide suggestions and representations.
2. Websites:
  - a. Dedicate a webpage on each municipality's website that will provide information and updates on the IDP and ICF process.
3. With direction from the Committee, if feedback indicates a significant interest in the IDP, an Open House(s) may be scheduled to share and receive input (suggestions and representations) on the draft IDP. This may be a joint Open House or separate open houses within each municipality.



## **LEGISLATIVE AND LEGAL SERVICES**

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**TO:** Council

**DATE:** June 26, 2018 **DIVISION:** All

**FILE:** 0170

**SUBJECT:** Rocky View County Bylaw C-7768-2018 – Council Code of Conduct

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

- Motion #1: THAT Bylaw C-7768-2018 be given first reading.
- Motion #2: THAT Bylaw C-7768-2018 be given second reading.
- Motion #3: THAT Bylaw C-7768-2018 be considered for third reading.
- Motion #4: THAT Bylaw C-7768-2018 be given third and final reading.
- Motion #5: THAT Rocky View County Council Policy 194, “Councillor Code of Conduct” be rescinded.

### **EXECUTIVE SUMMARY:**

In accordance with the *Municipal Government Act* and the *Code of Conduct for Elected Officials Regulation*, AR 200/2017, Council must pass a code of conduct bylaw to govern the conduct of members of Council. This bylaw must be in place no later than July 23, 2018 (270 days from the date it came into force). Previously, no municipal code of conduct was required, but Rocky View County had established by policy a Councillor Code of Conduct.

The bylaw must cover the following topics:

- Representing the municipality;
- Communicating on behalf of the municipality;
- Respecting the decision-making process;
- Adherence to policies, procedures and bylaws;
- Respectful interactions with councillors, staff, the public and others;
- Confidential information;
- Conflicts of interest;
- Improper use of influence;
- Use of municipal assets and services; and
- Orientation and other training attendance.

The bylaw must also set out a complaint system that addresses:

- Who may make a complaint;
- How a complaint is made;
- The process used to determine the validity of the complaint; and
- What sanctions may be imposed if a complaint is determined to be valid.

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<sup>1</sup> **Administration Resources**

Angie Keibel, Manager – Legislative and Legal Services





At its Strategic Planning session, Councillors discussed Council meeting norms and requested that these be included with the *Council Code of Conduct Bylaw*. Administration has included these as Schedule 'A' to the attached bylaw.

If Council passes the *Council Code of Conduct Bylaw*, then Administration recommends that the Council Code of Conduct policy be rescinded.

Administration recommends **Option #1**.

## **BACKGROUND:**

### **Codes of Conduct**

The function of Council, as an institution, is to act as a public forum in which issues of public importance are aired and decisions are taken as to what course of action should be followed; and having decided, hold accountable those who are entrusted with implementing those decisions.

### **Benefits**

The chief benefit of codes of conduct is that they prohibit certain sorts of behavior and require others. In doing so, they raise the standards and perceived standards of conduct of elected officials, and thereby improve public trust in government.

Codes can act as a catalyst for change and a means of reducing uncertainty about what is acceptable and unacceptable. With increased certainty, there is decreased political relativism: "Well, the people that I know don't think that is improper."

### **Challenges**

Codes of conduct will not by themselves create honesty or integrity, or stop members from betraying the public trust if they have a mind to do so. Strength of character and appropriate values must reside within the individual.

### **Mandatory**

The *MGA* requires that all municipalities have passed a Code of Conduct Bylaw no later than July 23, 2018.

### **Sanctions for Breaching the Code**

The proposed bylaw presents Council with various options for possible sanctions in the event that a Councillor breaches the code. These sanctions include apologies and letters, all the way up to reduction of remuneration or removal from committees. It is important to note that a Councillor cannot be removed from their position as Councillor because of breaching the code.

### **Investigation and Enforcement**

It is only Council that can impose sanctions or enforce the code. In the proposed bylaw, formal complaints would be referred to a third party investigator for review. Neither Administration nor the County Manager would have a role in the complaint investigation process.

## **BUDGET IMPLICATION(S):**

Expenses may be incurred where Council retains a third party complaint investigator.





# BYLAW C-7768-2018

## A Bylaw of Rocky View County, in the Province of Alberta, to establish a Code of Conduct for Councillors.

**WHEREAS**, pursuant to section 146.1(1) of the *Municipal Government Act*, Council must, by bylaw, establish a Code of Conduct governing the conduct of Councillors;

**AND WHEREAS**, pursuant to section 153 of the *Municipal Government Act*, Councillors have a duty to adhere to the Code of Conduct established by Council;

**AND WHEREAS** the public is entitled to expect the highest standards of conduct from the elected officials of Rocky View County;

**AND WHEREAS** the establishment of a Code of Conduct for Councillors is consistent with the principles of transparent and accountable government;

**AND WHEREAS** a Code of Conduct ensures that Councillors share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors;

**NOW THEREFORE** the Council of Rocky View County, in the Province of Alberta, duly assembled, enacts as follows:

### Title

- 1 This Bylaw shall be known as the “*Council Code of Conduct Bylaw*.”

### Definitions

- 2 In this Bylaw, words have the same meaning as those set out in the *Municipal Government Act*, except as follows:
  - (a) “**Act**” means the *Municipal Government Act*, RSA 2000, c M-26, and associated regulations, as amended;
  - (b) “**Administration**” means the administrative and operational arm of Rocky View County, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the County Manager;
  - (c) “**County Manager**” means the Chief Administrative Officer of Rocky View County, or their delegate;
  - (d) “**FOIP**” means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, any associated regulations, and any amendments or successor legislation;

- (e) **“Investigator”** means the person or persons appointed by Council to investigate and report on complaints made pursuant to this Bylaw.

### **Purpose and Application**

- 3 The purpose of this Bylaw is to establish standards for the ethical conduct of Rocky View County Councillors relating to their roles and obligations as elected officials, as well as a procedure for the investigation and enforcement of those standards.

### **Representing Rocky View County**

- 4 Councillors shall:
- (a) act honestly and, in good faith, serve the welfare and interests of Rocky View County as a whole;
  - (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability, and transparency;
  - (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, Committees of Council, and other bodies to which they are appointed by Council; and
  - (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

### **Communicating on Behalf of Rocky View County**

- 5 A Councillor must not claim to speak on behalf of Council unless authorized to do so.
- 6 Unless Council directs otherwise, the Reeve is the official spokesperson of Council, and in the absence of the Reeve it is the Deputy Reeve. Inquiries from the media regarding the official position of Council on an issue shall be referred to the official spokesperson of Council. Where a matter relates to a particular division, then the Councillor of that division may act as the official spokesperson for that matter.
- 7 The Reeve, Deputy Reeve and any Councillor who is authorized to act as the official spokesperson of Council must ensure that their comments accurately reflect the official position and will of Council as a whole, even if that Councillor personally disagrees with the position of Council.
- 8 No Councillor shall make a statement when they know that statement is false.
- 9 No Councillor shall make a statement with the intent to mislead Council or members of the public.
- 10 Communications concerning matters of a political nature are to be directed through the Reeve. Communications concerning matters of an administrative/operational nature are to be directed through the County Manager.

**Use of Social Media**

- 11 Personal use of social media should be kept separate from a Councillor's professional use.
- 12 Councillors are discouraged from opening up their personal social networks for official business.
- 13 When responding to comments from residents posted on social media sites, a Councillor should consider whether the comment is a service request, a compliment or a complaint, and should address the comment as follows:
  - (a) For service requests, the Councillor should direct the person to the appropriate department for the matter to be addressed;
  - (b) For compliments, the Councillor should thank the person and pass along the compliment to the appropriate people (i.e. fellow Councillors or Administration) as appropriate;
  - (c) For complaints, the Councillor should thank the person for taking the time to write and state that the complaint will be taken under advisement. Engaging in debates on social media is discouraged.

**Respecting the Decision-Making Process**

- 14 Decision-making authority lies with Council as a whole and not with individual Councillors. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present.
- 15 No Councillor shall, unless authorized by Council, attempt to bind Rocky View County or give direction to employees in Administration, agents, contractors, consultants, or other service providers or prospective vendors of Rocky View County.
- 16 Councillors shall conduct and convey Council business and all of their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 17 Councillors shall accurately communicate the decisions of Council, even if they disagree with the decisions of Council, such that respect for the decision-making process of Council is fostered.

**Adherence to Policies, Procedures, and Bylaws**

- 18 Councillors shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies, and procedures adopted by Council.

- 19 Councillors shall respect Rocky View County as an institution, its bylaws, policies, and procedures, and shall encourage public respect for Rocky View County and its bylaws, policies, and procedures.
- 20 Councillors must not encourage disobedience of any bylaw, policy, or procedure of Rocky View County in responding to a member of the public, as this undermines public confidence and the rule of law.

### **Respectful Interactions with Councillors, Staff, the Public, and Others**

- 21 Councillors shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 22 Councillors shall treat one another, the employees of Rocky View County, and members of the public with courtesy, dignity, and respect and without abuse, bullying, or intimidation.
- 23 Councillors shall uphold the spirit and intent of the Council Meeting Norms set out at Schedule "A" of this bylaw.
- 24 No Councillor shall shout at or use indecent, abusive, or insulting words or expressions toward another Councillor, any employee of Rocky View County, or any member of the public.
- 25 No Councillor shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.
- 26 Councillors shall respect the fact that the employees in Administration work for Rocky View County as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Councillor or group of Councillors.
- 27 Councillors must not:
  - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the County Manager;
  - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of Rocky View County with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation or the prospects or practice of employees of Rocky View County.

### **Confidential Information**

- 28 Councillors must keep in confidence matters discussed in private at a Council or Council Committee meeting until the matter is discussed at a meeting held in public.

- 29 In the course of their duties, Councillors may also become privy to confidential information received outside of an in-camera meeting. Councillors must not:
- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council; or
  - (b) access or attempt to gain access to confidential information in the custody or control of Rocky View County unless it is necessary for the performance of the Councillor's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies.
- 30 No Councillor shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 31 Confidential information includes information in the possession of, or received in confidence by, Rocky View County that is prohibited from being disclosed pursuant to legislation, court order, or by contract, or is required to refuse to disclose under *FOIP* or any other legislation, or any other information that pertains to the business of Rocky View County, and is generally considered to be of a confidential nature, including but not limited to information concerning:
- (a) the security of the property of Rocky View County;
  - (b) a proposed or pending acquisition or disposition of land or other property;
  - (c) a tender that has or will be issued but has not been awarded;
  - (d) contract negotiations;
  - (e) employment and labour relations;
  - (f) draft documents and legal instruments, including reports, policies, bylaws, and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
  - (g) law enforcement matters;
  - (h) litigation or potential litigation, including matters before administrative tribunals; and
  - (i) advice that is subject to solicitor-client privilege.
- 32 Councillors will return all confidential documents to Administration at the conclusion of the *in camera* portion of a meeting.
- 33 Incidents where a Councillor may have collected, used or disclosed personal information in contravention of Part 2 of the *FOIP* Act will be proactively reported to the Office of the Information and Privacy Commissioner (OIPC) of Alberta for investigation.



**Conflicts of Interest**

- 34 Councillors have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the *Municipal Government Act* and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 35 Councillors are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, associates, business, or otherwise.
- 36 Councillors shall approach decision-making with an open mind that is capable of persuasion.
- 37 It is the individual responsibility of each Councillor to seek independent legal advice, at the Councillor's sole expense, with respect to any situation that may arise from a pecuniary or other conflict of interest.

**Improper Use of Influence**

- 38 No Councillor shall use the influence of their office for any purpose other than for the exercise of their official duties.
- 39 No Councillor shall act as a paid agent to advocate on behalf of any individual, organization, or corporate entity before Council, a Council Committee, or any other body established by Council.
- 40 Councillors shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to Rocky View County.
- 41 Councillors shall refrain from using their positions to obtain employment with Rocky View County for themselves, family members, or close associates. Councillors are ineligible to apply or be considered for any position with Rocky View County while they hold their elected position and for one year after leaving office.

**Use of Municipal Assets and Services**

- 42 Councillors shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
- (a) municipal property, equipment, service, supplies, and staff resources that are available to the general public may be used by a Councillor for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges; and
  - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which are supplied by Rocky View County to a Councillor, may be used for personal use, provided that the use is not offensive, or inappropriate.

**Orientation and Other Training Attendance**

- 43 Every Councillor must attend the initial orientation training offered by Rocky View County within 90 days after the Councillor takes the oath of office. Additional orientation training may be offered at the discretion of the Reeve.
- 44 Unless excused by Council, every Councillor must attend any other training organized at the direction of Council for the benefit of Councillors throughout the Council term.

**Remuneration and Expenses**

- 45 Councillors are stewards of public resources and shall avoid waste, abuse, and extravagance in the use of public resources.
- 46 Councillors shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies, and procedures regarding claims for remuneration and expenses.
- 47 Councillors may be reimbursed for expenses incurred in the following instances and in accordance with Rocky View County policies:
  - (a) Conference fees for the following conferences:
    - (i) Rural Municipalities of Alberta (RMA) Spring and Fall Conference;
    - (ii) Alberta Urban Municipalities Association (AUMA) Annual Conference;
    - (iii) Economic Developers Alberta (EDA) Annual Conference;
    - (iv) Agricultural Service Board (ASB) Conference and Provincial Tour;
    - (v) Federation of Canadian Municipalities (FCM) Conference;
    - (vi) Other conferences;
  - (b) Tickets to community and charitable functions, excluding tickets to any fund-raising events held by a Provincial political party, a constituency association or a candidate;
  - (c) Expenses incurred while hosting third parties, including officials from other heads of government and out-of-town delegations; and
  - (d) Expenses incurred to attend and participate in community parades.

**Gifts and Hospitality**

- 48 Councillors shall not accept gifts, hospitality, or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

- 49 Councillors may accept hospitality, gifts, or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift, or benefit does not exceed \$500.00.
- 50 Where the approximate value of the ticket is over \$500.00, Councillors may not accept a complementary ticket or a reduced ticket rate for events such as fundraisers, golf tournaments, concerns, sporting events, etc. except with the permission of the Reeve, or with the permission of the Deputy Reeve in the case of the Reeve, and following the below guidelines:
- (a) The representative of the organization extending the invitation must be in attendance;
  - (b) The value of the food/drink must be reasonable; and
  - (c) The invitations must be infrequent.
- 51 Where a Councillor has received a benefit from a supplier, that Councillor is encouraged to recuse themselves from subsequent decision-making involving that supplier.
- 52 Gifts received by a Councillor on behalf of Rocky View County as a matter of official protocol which have significance or historical value shall be left with Rocky View County when the Councillor ceases to hold office.
- 53 Each Councillor must file an annual disclosure statement no later than October 1<sup>st</sup> of each year listing the gifts and benefits received beyond \$500.00 during the past calendar year, including an approximation of their monetary value. The annual disclosure statement will be published on the rockyview.ca website.

### **Election Campaigns**

- 54 No Councillor shall use any facilities, equipment, supplies, services, municipal logo, or other resources of Rocky View County for any election campaign or campaign-related activity.

### **Informal Complaint Process**

- 55 Any person who has identified or witnessed conduct by a Councillor that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Councillor that the conduct violates this Bylaw and encouraging the Member to stop; and
  - (b) requesting the Reeve to assist in informal discussion of the alleged complaint with the Councillor in an attempt to resolve the issue. In the event that the Reeve is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Reeve.
- 56 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not

required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

### Formal Complaint Process

- 57 Any person who has identified or witnessed conduct by a Councillor that they reasonably believe, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (b) All complaints shall be addressed to the Investigator;
  - (c) The complaint must set out reasonable and probable grounds for the allegation that the Councillor has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
  - (d) The Investigator may request additional information from the complainant in order to determine whether a contravention of this Bylaw has occurred;
  - (e) If the facts, as reported, include the name of one or more Councillors who are alleged to be responsible for the breach of this Bylaw, the Councillor or Councillors concerned shall receive a copy of the complaint submitted to the Investigator;
  - (f) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed with an investigation into the complaint or not. If the Investigator is of the opinion that
    - (i) a complaint is frivolous or vexatious,
    - (ii) a complaint is not made in good faith,
    - (iii) there are no grounds or insufficient grounds for conducting an investigation, or
    - (iv) the complaint is not within the authority of the Investigator to investigate, or, if in the opinion of the Investigator, the complaint should be referred to a different body for investigation,

the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council shall be notified of the Investigator's decision;
  - (g) If the Investigator decides to investigate the complaint, the Investigator is authorized to take such steps as they may consider appropriate to complete the investigation, which may include seeking legal advice or accessing records held by Rocky View County;

- (h) All proceedings of the Investigator regarding the investigation shall be confidential and shall be protected in accordance with the *FOIP Act*;
- (i) The Investigator shall, upon conclusion of the investigation, provide Council and the Councillor who is the subject of the complaint with the results of the investigation;
- (j) The results of an investigation by the Investigator shall remain confidential and shall be considered by Council in an *in camera* session. The results of an investigation shall be made available to the public only after Council considers the matter and in accordance with the provisions of the *FOIP Act*;
- (k) A Councillor who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or imposes any sanctions; and
- (l) A Councillor who is the subject of an investigation is entitled to be represented by legal counsel at the Councillor's sole expense. Where the action results in no sanction for the Councillor, Council may consider reimbursing the Councillor for their legal expenses.

### **Compliance, Enforcement, and Sanctions**

- 58 Councillors shall uphold the letter, the spirit, and the intent of this Bylaw.
- 59 Councillors are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 60 No Councillor shall:
  - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council, the Investigator, or to any other person;
  - (b) obstruct Council, the Investigator, or any other person in carrying out the objectives or requirements of this Bylaw.
- 61 Sanctions may be imposed on a Councillor, by a resolution of Council passed at a meeting held in public at which there is a quorum present, upon a finding that a Councillor has breached this Bylaw. The sanctions imposed on a Councillor may include any one, or combination of, the following:
  - (a) a letter of reprimand addressed to the Councillor;
  - (b) requesting that the Councillor issue a letter of apology;
  - (c) requesting that the Councillor attend training;
  - (d) requesting that the Councillor return or reimburse the value of property, equipment, gifts, benefits, or other items, or reimburse the value of services rendered;

- (e) restrictions on the travel and representation of the Councillor on behalf of the Municipality;
- (f) restrictions on how documents are provided to the Councillor (e.g. no electronic copies of documents or only watermarked copies for tracking purposes);
- (g) publication of a letter of reprimand or request for apology and the Councillor's response;
- (h) suspension or removal of the appointment of a Councillor as the Chief Elected Official (Reeve) under section 150(2) of the Act;
- (i) suspension or removal of the appointment of a Councillor as the Deputy Chief Elected Official (Deputy Reeve) or acting chief elected official under section 152 of the Act;
- (j) suspension or removal of the Chief Elected Official's presiding duties under section 154 of the Act;
- (k) suspension or removal from some or all Council Committees and bodies to which Council has the right to appoint members;
- (l) suspension or removal as the Chair or Vice Chair of a Council Committee or body to which Council has the right to appoint members;
- (m) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at Council meetings; or
- (n) any other sanction that Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Councillor from fulfilling their legislated duties and that the sanction is not contrary to the Act.

### Investigator

- 62 Council shall appoint a person or persons to act as the Investigator.
- 63 The following persons are not eligible to act as the Investigator:
- (a) a Councillor of Rocky View County, or a family member, friend, or close associate of a Councillor of Rocky View County; or
  - (b) an employee of Rocky View County.
- 64 The records in the custody and control of the Investigator are considered property of Rocky View County and are subject to the *FOIP Act* and municipal information governance policies.

### Review

- 65 This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers

appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Councillors.

### Severability

- 66 Each provision of this Bylaw is independent of all other provisions. If any such provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

### Transitional

- 67 Bylaw C-7768-2018 is passed when it receives third reading and is signed by the Reeve/Deputy Reeve and the Chief Administrative Officer or Designate.

READ A FIRST TIME IN COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2018

READ A SECOND TIME IN COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2018

*UNANIMOUS PERMISSION FOR THIRD READING* this \_\_\_\_\_ day of \_\_\_\_\_, 2018

READ A THIRD TIME IN COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO or Designate

\_\_\_\_\_  
Date Bylaw Signed



## Schedule "A"

## Rocky View County Council Meeting Norms

## RVC Council Meeting Norms are:

- *Designed to be used by Council in all of their interactions;*
- *Behaviours Council wants to live by in their meetings; and*
- *Used to make progress on Council member relationships, not to make them perfect.*

#1 We will listen actively to each other

When we are listening *actively*, we are remembering that we have been given two ears and one mouth for a reason. When we are listening actively, we will:

- Be present in the room and focus on the conversation we are having;
- Verify that we understand what someone is saying by summarizing what we heard and checking if our understanding is accurate;
- Seek to understand what the person speaking is saying rather than try to "win";
- Have open body language, such as leaning in and making eye contact;
- Say, "tell me more" so we can better understand the speaker's position; and
- Slow down and not interrupt each other.

#2 We will respect our fellow Councillors

Respect is the bedrock of healthy human interaction. When we are respecting each other, we will observe:

- No personal attacks being made;
- The issues, not the individuals, being challenged;
- Council members feeling safe to share ideas and feelings;
- People being allowed to finish what they are saying;
- People talking directly to the person with whom they are having an issue rather than "triangulating" by gossiping about a third person in order to or form camps; and
- People apologizing when old behaviours surface.

#3 We will show humility

Humility is not a sign of weakness, but a sign of strength in leaders. When we are showing humility, we will observe ourselves:

- Letting go of being right or perfect;
- Accepting outcomes that may be different from what we wanted and being able to move on by knowing that our goal is not about winning;

- Concentrating on what is best for the County rather than what is best for one Councillor; and
- Accepting that we might be wrong, that we might not know everything about an issue, and that there is more for us to learn.

#### #4 We will take each other face value

When taking our fellow councillors at face-value we are:

- Believing that their intentions are good;
- Open-minded to their perspective; and
- Not making assumptions about what they are saying or why they are saying it. Instead, if we are unsure about their intentions, we ask them, with respect, to clarify or elaborate on their intentions and motivations so we can understand their position more clearly.

#### #5 We will be curious

When we are curious, we are:

- Asking questions of each other, not just stating our position or telling someone what we think they should know;
- Asking others to challenge our perspective and to share their experiences that might be different from our own; and
- Arguing less and acknowledging that the other person's idea may be possible and valid before stating our own.

#### Logistics

- We will respect each other's time by starting on time and finishing on time as often as possible;
- We will limit our use of devices for taking notes or reading digital documents relevant to the task at hand;
- We will turn our device notifications off and limit usage to breaks; and
- We will make sure that we are taking care of ourselves during meetings.

# COUNCIL POLICY

# C-194



**ROCKY VIEW COUNTY**  
Cultivating Communities

## Councillor Code of Conduct

<p><b>Approval Date:</b> January 13, 2015  <b>Effective Date:</b>  <b>Review Date:</b> Annually at the Organizational Meeting  <b>Revision Date(s):</b> March 1, 2016  October 4, 2016</p>	<p><b>Policy Category:</b> Administration</p>	<p><b>Supporting Department:</b> Legislative Services</p>
<p><b>Reference(s):</b> <i>Municipal Government Act</i></p>		

### 1. PURPOSE

The intent of this policy is to declare the standard of behaviour and actions for Rocky View County Elected Officials as an effort to maintain public confidence in, and respect, for local government.

### 2. POLICY STATEMENT

Rocky View County Council recognizes the importance of ethical conduct as a critical success factor of an elected official.

Each individual Rocky View County Councillor hereby commits to uphold the Code of Conduct Policy when carrying out his/her duties as Reeve, Deputy Reeve, or Councillor.

### 3. DEFINITIONS

**Applicant** means the registered owner of land or his/her representative or agent certified as such applying for re-designation, subdivision or development approval of land situated within Rocky View County.

**Bias** means the action of supporting or opposing a particular person or thing in an unfair way, because of allowing or being perceived to allow, personal opinions to influence a decision.

**Censure Motion** means a motion, passed by Council, prescribing consequences for non-compliance with the Councillor Code of Conduct Policy. Sample Censure Motions are included in Schedule A of this policy.



**Conflict of Interest** means a situation where a Councillor's personal or private interests actually, may or may be perceived as influencing the Councillor on a matter of public interest before County Council including situations which may result in common law bias which include direct or indirect pecuniary interest, pre-judgment, close mindedness, or undue influence. A Conflict of Interest situation also includes using the Councillor's position, confidential information or Rocky View County employees, materials or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends, neighbours, or business associates.

**Develop** means re-designation, development, subdivision or other type of development as defined in the **Municipal Government Act** and/or the Rocky View County Land Use Bylaw that will involve Council as the decision maker.

**Developer** means a person or company that develops or proposes to develop land situated within Rocky View County.

**Pecuniary Interest** means those situations as defined and regulated by Part 5, Division 6 of the **Municipal Government Act**, R.S.A. 2000, Chapter M-26.

**Special Interest Groups** means a person, group of people or an organization who attempt to influence County policy or decision making in a way that benefits a particular set of interests, cause, or issue.

#### 4. CODE OF CONDUCT – BEHAVIOUR

Rocky View County Councillors agree to model the following:

- 4.1 To act honestly and in good faith at all times.
- 4.2 To engage in respectful, fulsome, and healthy debate on matters in Council meetings and then support the decision of Council.
- 4.3 To respect the personal opinions of other Councillors.
- 4.4 Unless authorized by Council to represent Council's position on an issue, to ensure that any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council.
- 4.5 To publically express his/her personal opinions in such a manner that maintains respect for Council, other Councillors and any decisions made by Council or a Council committee.
- 4.6 To adhere to the Pecuniary Interest requirements as established in Part 5, Division 6 of the **Municipal Government Act**, R.S.A. 2000, Chapter M-26.
- 4.7 To avoid situations which may result in a Conflict of Interest or Bias.
- 4.8 To avoid situations where it may be perceived that the Councillor is using his/her position on Council to gain a personal benefit including but not limited to seeking the award of service or supply contracts or influencing the hiring of Rocky View County Administration.
- 4.9 To act with integrity, professionalism, and respect when interacting with other Members of Council, Rocky View County Administration, members of the public and other government officials.
- 4.10 To consider the welfare and interests of Rocky View County as a whole.
- 4.11 To actively participate in all meetings respectfully, responsibly and consistent with approved procedures.
- 4.12 To keep in confidence all matters discussed in private at a Council or Council committee meeting until that matter is discussed at a public meeting.
- 4.13 To demonstrate fairness, accountability and impartiality on all matters.



- 4.14 To not make improper use of his/her position as a Councillor to:
  - 4.14.1 gain or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person;
  - 4.14.2 cause or attempt to cause detriment to Rocky View County, Rocky View County Council, any individual Councillor, any member of Rocky View County Administration, any member of the public or third parties; or
  - 4.14.3 seek personal benefit or gain from any information obtained through his/her position as a Councillor.

## 5. CODE OF CONDUCT - ACTIONS

Rocky View County Councillors agree to model the following:

### Decision Making

- 5.1 The appropriate forum for healthy and fulsome debate and discussion of matters before Council is in a Council or Committee meeting.
- 5.2 All Councillors should be given a full opportunity to address issues before Council in a full, open, and professional manner to encourage and promote healthy debate of issues.
- 5.3 Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision.
- 5.4 While an individual Councillor may publically state that he/she did not vote with the majority of Council on an issue, this type of statement must be made in a manner that respects Council, Council's decision and other members of Council.

### Expenditures

- 5.5 When incurring expenditures, Councillors shall act responsibly and respect that public money must be used for the public good.
- 5.6 Councillors shall avoid waste, abuse, and extravagance in the provision or use of public monies and resources.
- 5.7 Councillors shall be open and accountable with respect to all expenditures.
- 5.8 Councillors shall strictly adhere to all Rocky View County guidelines addressing expenditures and reimbursement.

### Interaction with Administration and the Public

- 5.9 Councillors shall respect the professional opinion of Rocky View County Administration.
- 5.10 Councillors shall not abuse relationships or dealings with Rocky View County Administration by attempting to take advantage of their position as Councillors. Councillors will, at all times, refrain from behaviour which may be perceived to be bullying of staff.
- 5.11 Requests for information shall be directed through the County Manager or his/her designate.
- 5.12 Councillors will treat all people with professionalism, courtesy, and respect.
- 5.13 Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:
  - 5.13.1 differences in personal opinions; or
  - 5.13.2 race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability, or occupation.



### **Pecuniary Interest Awareness**

- 5.14 The decision with respect to whether or not the Councillor may have a Pecuniary Interest is the individual Councillor's decision to make.
- 5.15 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation which may result in a Pecuniary Interest.
- 5.16 If a Councillor believes that he/she may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Council committee, he/she shall follow the Pecuniary Interest disclosure and procedure requirements as established in Part 5, Division 6 of the **Municipal Government Act**, R.S.A. 2000 Chapter M-26 including:
  - 5.16.1 Stating the general nature of his/her Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion that the matter arises before Council or Council committee;
  - 5.16.2 Refraining from discussing the matter with Council, other Councillors, Council committee or Council committee members;
  - 5.16.3 Subject to 5.16.4, leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded; and
  - 5.16.4 Councillors with Pecuniary Interest in a matter may stay in the meeting room, be seated in the gallery and address Council or the Council committee if the Councillor in the capacity as a taxpayer, elector or owner has a right to be heard pursuant to the **Municipal Government Act** or other enactment.
- 5.17 Where a Councillor believes that he/she may have a pecuniary Interest in a matter before Council or a Council committee, he/she should notify the Reeve or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter.

### **Conflict of Interest Awareness**

- 5.18 Receipt of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts, having an estimated value under \$25.00, Councillors shall provide a written declaration to the County Manager detailing the acceptance of any gifts including estimated value and the donor of the gift.
- 5.19 While token and minor gifts can be accepted by Councillors, substantial or material gifts should either be rejected by Councillors or accepted on the condition that the gift is accepted on behalf of Council and donated to a local charity.
- 5.20 This policy does not apply to gifts donated to Rocky View County community nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor and which are not related to any particular transaction or activity of Rocky View County or decision by Rocky View County Council.
- 5.21 Councillors shall not engage in any activity which is incompatible or inconsistent with the ethical discharge of a Councillor's duties and obligations as an elected official in Rocky View County,
- 5.22 The decision with respect to whether or not the Councillor may have a Conflict of Interest is the individual Councillor's decision to make.
- 5.23 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation which may result in a Conflict of Interest.

### **Bias Awareness**

- 5.24 A member of Council shall be impartial to discussion or presentation of a matter that requires a decision of Council.



- 5.25 Councillors may attend open houses or exchange communication with potential Applicants, Developers and Special Interest Groups prior to the submission of a Development application being submitted to Rocky View County and should:
  - 5.25.1 Make it clear to potential Applicants, Developers or Special Interest Groups that they can provide only general information on the Development application process, but cannot give definitive advice about the Development's chance of success.
  - 5.25.2 Suggest that the Applicant, Developer, or Special Interest Groups seek independent professional advice.
  - 5.25.3 If applicable, encourage potential Applicants or Developers to seek preliminary information on their Development proposal by utilizing the pre-application process with Rock View County Administration.
- 5.26 After a Development Application has been filed with Rocky View County, where Council will have a decision making role in the Development approval process or where a Councillor is a member of the Development Appeal Board and the matter may be appealed, Councillors should not meet with the Applicants, Developers or Special Interest Groups to discuss the Development prior to the public hearing, formal consideration of the Development application by Council or appeal hearing and decision being issued by Council or the Development Appeal Board.
  - 5.26.1 All Development inquiries should be directed to Rocky View County Administration.
  - 5.26.2 Any information forwarded by an Applicant, Developer or Special Interest Group to a Councillor with respect to a pending Development Application should be forwarded to the Manager Legislative Services who will record the information received and determine what further distribution or disclosure of the information is required.
  - 5.26.3 In the event that a Development application should proceed to any type of court proceeding, no meeting between Councillors, Applicants, Developers or Special Interest Groups, should take place.

#### **Use and Disclosure of Information**

- 5.27 Councillors shall not use information gained through their position on Council for any private or personal benefit or gain.
- 5.28 Councillors shall inform themselves of and strictly adhere to the provisions of the ***Freedom of Information and Protection of Privacy Act***, R.S.A. 2000, Chapter F-25 with respect to the access to, gathering, use, and disclosure of information.
- 5.29 Councillors shall not release, disclose, publish, or comment on confidential information including any information received during an 'in camera' meeting until such information is disclosed at a public meeting. This obligation continues in perpetuity.
- 5.30 Councillors shall not release information that is subject to solicitor-client privilege unless expressly authorized by Council or require by law to do so.
- 5.31 Councillors shall not misuse confidential information which they have knowledge of by virtue of their position as Councillor that is no in the public domain, including e-mails and correspondence from other Councillors or third parties such that it may cause harm, detriment or embarrassment to Rocky View County, Council, other Councillors, Rocky View County administration or staff, members of the public or third parties or such that it may create a benefit to themselves, Rocky View County, Council, other Councillors, Rocky View County Administration, members of the public or third parties.
- 5.32 Public or media statements or the release of information conveying Rocky View County's position or decisions on matters made by Rocky View County will only be communicated by the Council appointed spokesperson.





## 6. HARASSMENT/VIOLENCE-FREE WORKPLACE

- 6.1 Rocky View County Councillors agree to support the following:
- 6.1.1 Prevention of harassment and violence in the workplace and promotion of a harassment/violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of harassment or violence committed by or against any Council Member is unacceptable and such conduct will not be tolerated.
  - 6.1.2 education related to the recognition of harassment/violence and operation of our policy and procedures in this regard;
  - 6.1.3 addressing all incidents of harassment/violence they witness or are made aware of;
  - 6.1.4 ensuring incidents of harassment/violence are investigated in an objective and timely manner;
  - 6.1.5 taking necessary action in response to such incidents; and,
  - 6.1.6 providing appropriate support for complainants.
- 6.2 Whereas many problems encountered in the workplace arise from unintentional miscommunication or misunderstanding, Council members are encouraged to resolve differences through direct communication and with the least formality possible. When direct communication fails, or if the issue is of a more serious nature, either party is encouraged to approach the Reeve (or Deputy Reeve if the Reeve is involved). If an employee is involved the Human Resources Manager should be approached.

### Harassment

- 6.3 Council is committed to discouraging behaviours that create an unproductive and/or poisoned environment. Examples of such behaviour include, but are not limited to:
- 6.3.1 written or verbal comments, posts, actions, gestures, or other behaviours which are humiliating, offensive, hurtful, or belittling;
  - 6.3.2 bullying or intimidation;
  - 6.3.3 abusing authority;
  - 6.3.4 deliberately excluding a Councillor or an Employee from relevant work activities or decision making; or,
  - 6.3.5 attempting to discredit a Councillor or an Employee by spreading false information about him/her.
- 6.4 For the purpose of this policy, "sexual harassment" is unwanted sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature which:
- 6.4.1 implicitly or explicitly makes submission to such conduct a term and condition of an individual's work;
  - 6.4.2 affects access to employment;
  - 6.4.3 creates an unwelcome, intimidating, hostile or offensive work environment;
  - 6.4.4 intimidates, embarrasses, offends, coerces or humiliates an individual in the workplace; and/or,
  - 6.4.5 arises out of a relationship, which is not based on mutual consent.



### **Violence**

- 6.5 For the purpose of this policy, “violence” shall mean the threatened, attempted or actual conduct of a person that causes, or is likely to cause, physical injury whether at the work site or work related.
- 6.6 Acts of violence can take the form of physical contact or the threat of violence, either overt or covert. Abuse in any form erodes the mutual trust and confidence that are essential to the County’s operational effectiveness. Acts of violence destroy individual dignity, lower morale, create fear, and break down work unit cohesiveness.
- 6.7 Acts of violence may occur as a single event or may involve a continuing series of incidents. Violence can involve both men and women, and may be directed by or towards Councillors, Employees, Customers and members of the general public.
- 6.8 An incident involving workplace violence constitutes an accident that has the potential of causing serious injury to a worker pursuant to the OH & S Code. As a result, the County must investigate the incident and prepare and maintain a report.

### **Investigations**

- 6.9 An investigation will not be started without first having reasonable grounds to believe that the suspected breach is likely to occur, or has already occurred. As well, the method of investigation itself will be reasonable with regard to the totality of the circumstances.
- 6.10 Investigations will be carried out in accordance with the following:
  - 6.10.1 incidents will be investigated as promptly as possible;
  - 6.10.2 only those individuals absolutely necessary to verifying the complaint will be interviewed in order to maintain the confidentiality of the complainant and the respondent to the greatest extent possible. In all cases, both the complainant and the respondent will be interviewed and the respondent will be advised of the allegations they face, and provided with an opportunity to answer the same;
  - 6.10.3 individuals with knowledge of the incident will be encouraged not to discuss the details with others; and,
  - 6.10.4 the safety of the complainant will be a paramount consideration throughout the investigation process.

Councillors and Employees are responsible for cooperating with investigations and respecting the confidentiality related to the investigation process.

No Councillor shall take retaliatory action against a complainant with the intention of dissuading or punishing an individual for participating in the complaint process.

## **7 POLICY COMPLIANCE**

- 7.1 Council members will uphold and model the letter and intent of the Code of Conduct Policy.
- 7.2 Council members shall report violations of the Code of Conduct Policy, using one or more of the options:
  - 7.2.1 A Council member who perceives or is aware of a violation of the Code of Conduct may speak directly with the person.



- 7.2.2 Council members may discuss concerns of a violation of the Code of Conduct with the Reeve or Deputy Reeve.
- 7.2.3 Where a situation warrants, Council members may report the concern to the whole of Council in an in-camera session at a meeting of Council. An inquiry and/or investigation will be undertaken as directed by Council and may result in:
  - 7.2.3.1 private verbal or written warning;
  - 7.2.3.2 public verbal or written warning; and/or
  - 7.2.3.3 a Censure Motion (Schedule A) as determined by Council in order to restore the accountability of the Office of Council.



## **SCHEDULE A – CENSURE MOTION EXAMPLES**

### **Councillor Code of Conduct Policy C-194**

In determining an appropriate Censure Motion, Council should have some practical rationale for doing so in the interest of proportionality and fairness. Once a Censure Motion has been passed, only a motion of Council can rescind the Censure Motion unless the Motion was date specific.

Censure Motions by Position are as follows:

#### Reeve:

- Restrict or limit the Reeve's power such as chairing Council meeting and/or being a member of all Council committees.
- Direct the Deputy Reeve to assume the Reeve's official obligations and responsibilities including chairing meetings, calling special meetings, signing bylaws and cheques.
- Redirect the Reeve's additional compensation for performing the above duties to the Deputy Reeve.
- Restrict the Reeve from attending meetings as the County's representative and acting as the County's spokesperson.
- Restrict the Reeve in his/her communications with municipal administration and third parties such as the Provincial or Federal governments and other municipalities.
- Direct the Reeve to adhere to the statutory obligations under the *Municipal Government Act* and the County's *Councillor Code of Conduct Policy C-194*.
- Restrict the Reeve from attending the FCM, AAMDC and/or other Conferences.

#### Deputy Reeve:

- Restrict or limit the Deputy Reeve's power such as chairing Council meetings when the Reeve is absent or chairing any Committees of Council and/or being a member of all Council committees.
- Direct one of the Councillors to assume the Deputy Reeve's official obligations and responsibilities in the absence of the Reeve, including chairing meetings, calling special meetings, signing bylaws and cheques.
- Redirect the Deputy Reeve's additional compensation for performing the above duties to the Councillor named as responsible for the duties of the Deputy Reeve.
- Restrict the Deputy Reeve from attending meetings as the County's representative and acting as the County's spokesperson.
- Restrict the Deputy Reeve in his/her communications with municipal administration and third parties such as the Provincial or Federal governments and other municipalities.



- Direct the Deputy Reeve to adhere to the statutory obligations under the *Municipal Government Act* and the County's *Councillor Code of Conduct Policy C-194*.
- Restrict the Deputy Reeve from attending the FCM, AAMDC and/or other Conferences.

#### Councillors

- Restrict or limit the Councillor's power such as chairing Council Committee meetings and/or being a member of all Council committees.
- Restrict the Councillor in his/her communications with municipal administration and third parties such as the Provincial or Federal governments and other municipalities.
- Direct the Councillor to adhere to the statutory obligations under the *Municipal Government Act* and the County's *Councillor Code of Conduct Policy C-194*.
- Restrict the Councillor from attending the FCM, AAMDC and/or other Conferences.