

Organizational Meeting Agenda

October 23, 2018

9:00 a.m.



ROCKY VIEW COUNTY
Cultivating Communities
262075 ROCKY VIEW POINT
ROCKY VIEW COUNTY, AB
T4A 0X2

A CALL MEETING TO ORDER – Municipal Clerk

B VOTING PROCEDURES

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

C APPOINTMENT OF SCRUTINEERS

D ELECTION OF THE REEVE

Municipal Government Act Section 150(2)

The **Municipal Clerk** calls for nominations for Reeve. The Reeve is sworn in once elected and will then Chair the remainder of the Organizational Meeting.

E ELECTION OF THE DEPUTY REEVE

Municipal Government Act Section 152(1)

The **Reeve** calls for nominations for Deputy Reeve. The Deputy Reeve is sworn in once elected.

F ESTABLISH 2019 COUNCIL AND COMMITTEE MEETING DATES

1. Staff Report

Page 8

G APPOINTMENT OF INTERNAL BOARDS AND COMMITTEES

1. **Policy & Priorities Committee**

Committees Bylaw C-6138-2005

Policy & Priorities Committee Terms of Reference

The Policy & Priorities Committee is comprised of all of Council. As per Committees Bylaw C-6138-2005, the Chair is appointed by Council annually at the Organizational Meeting and the Vice-Chair is chosen by the committee annually at its first meeting after the Organizational Meeting.

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

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2. **Policy Review Subcommittee**

Policy Review Subcommittee Terms of Reference

The Policy Review Subcommittee is comprised of four Councillors appointed annually at the Organizational Meeting. As per the Policy Review Subcommittee Terms of Reference, the Chair is chosen by the subcommittee at its first meeting after the Organizational Meeting.

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

3. **Agricultural Service Board**

*Agricultural Service Board Procedure 500
Committees Bylaw C-6138-2005*

The Agricultural Service Board is comprised of three Councillors appointed annually and four members at large appointed for three year terms. Two members at large are appointed from west of Highway 2 and two are appointed from east of Highway 2. As per the Committees Bylaw C-6138-2005, the Chair is appointed by Council annually at the Organizational Meeting and the Vice-Chair is chosen by the board annually at its first meeting after the Organizational Meeting.

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

b. The Reeve calls for the appointment of two members at large from west of Highway 2 for a three year term

Applicants: *Larry R. Evans
Jill Stevens
Travis Eklund (incumbent)
Leisa Gallelli
Bruce Kendall
Jim Dunn (incumbent)
Joe Zink
Lois Habberfield*

c. The Reeve calls for the appointment of the Chair of the Agricultural Service Board for a one year term

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4. **Family & Community Support Services Board**

Family and Community Support Services Board Bylaw C-7387-2014

The Family & Community Support Services Board is comprised of two Councillors appointed annually at the Organizational Meeting and five members at large appointed for two year terms. As per Family and Community Support Services Board Bylaw C-7387-2014, the Chair and Vice-Chair are chosen by the board at its first meeting after the Organizational Meeting.

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

b. **The Reeve calls for the appointment of one member at large for a two year term**

Applicants: *Omkar Nath Channan*
Debbie Maclean (incumbent)
Julia Zhu

5. **Subdivision & Development Appeal Board / Enforcement Review Committee**

Appeal and Review Panels Bylaw C-7717-2017

The Subdivision & Development Appeal Board and Enforcement Review Committee are comprised of one Councillor and one alternate Councillor appointed annually at the Organizational Meeting and four members at large and two alternate members at large appointed for two year terms. As per Appeal and Review Panels Bylaw C-7717-2017, the Chair and Vice Chair are chosen by the panels at their first meetings after the Organizational Meeting.

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

b. **The Reeve calls for the appointment of one alternate Councillor for a one year term**

6. **Assessment Review Boards**

Assessment and Review Boards Bylaw C-7778-2018

The Assessment Review Boards are comprised of five members at large appointed for three year terms. The Chair is appointed by Council annually at the Organizational Meeting.

a. **The Reeve calls for the appointment of one member at large for a three year term**

Applicants: *Robert Doherty*
John Gough
Ken Sawatzky (incumbent)

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

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7. **Bragg Creek FireSmart Committee**
Bragg Creek FireSmart Terms of Reference

The Bragg Creek FireSmart Committee is comprised of one Councillor appointed annually at the Organizational Meeting and a minimum of six members at large appointed for one year terms. As per the Bragg Creek FireSmart Terms of Reference, the Chair and Vice-Chair are chosen by the committee annually at its first meeting after the Organizational Meeting.

- a. **The Reeve calls for the appointment of one Councillor for a one year term**

H APPOINTMENT OF EXTERNAL BOARDS AND COMMITTEES

1. **Calgary Metropolitan Region Board**
Municipal Government Act Section 708.04
Calgary Metropolitan Region Board Regulation Section 2

The Reeve and Deputy Reeve were appointed by Council as the representative and alternate representative on the Capital Metropolitan Region Board until the October 23, 2018 Organizational Meeting. As per section 708.04 of the *Municipal Government Act*, each municipality must appoint a person to the board.

Council has the option of appointing the positions of Reeve and Deputy Reeve or individual Councillors as the County's representative and alternate representative on the Calgary Metropolitan Region Board.

- a. **The Reeve calls for the appointment of one Councillor for a one year term**
- b. **The Reeve calls for the appointment of one alternate Councillor for a one year term**

2. **Marigold Library Board**
Marigold Library System Agreement

Each member of the Marigold Regional Library System appoints one representative to the Marigold Library Board for a maximum term of three years.

- a. **The Reeve calls for the appointment of one member at large for a three year term**

Applicant: *Dimitri Dimopoulos (incumbent)*

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I APPOINTMENT OF RECREATION BOARDS

1. Bearspaw Glendale Recreation District Board

Bearspaw Glendale Recreation District Bylaw C-7038-2011

The Bearspaw Glendale Recreation District Board is comprised of nine members, including one Councillor, four members at large, two members from the Bearspaw Glendale Community Association, one member from the Bearspaw Glendale Community Association Board of Directors, and one member from Rocky View Schools. The Chair and Vice-Chair are chosen by the board annually at its first meeting after the Organizational Meeting.

a. The Reeve calls for the appointment of two members at large for a three year term

Applicants: *Suchetna Channan (incumbent)*
Kris Reinhardt (incumbent)

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

Applicants: *None*

c. The Reeve calls for the appointment of one member from the Bearspaw Glendale Community Association Board of Directors for a three year term

Applicant: *Alan Bishop*

2. Beiseker Recreation District Board

Beiseker Recreation District Bylaw C-6638-2008

The Beiseker Recreation District Board is comprised of seven members, including one County Councillor, one Village Councillor, two members at large from the County, two members at large from the Village, and one additional member at large from the Village in a non-voting capacity. The Chair and Vice-Chair are chosen by the board annually at its first meeting after the Organizational Meeting.

a. The Reeve calls for the appointment of one member at large for a three year term

Applicant: *Donna Hagel (incumbent)*

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3. **Bow North Recreation District Board**
Bow North Recreation District Bylaw C-7322-2013

The Bow North Recreation District Board is comprised of thirteen members, including one Councillor, eleven members at large, and one member from Rocky View Schools. The Chair and Vice-Chair are chosen by the board annually at its first meeting after the Organizational Meeting.

a. **The Reeve calls for the appointment of three members at large for a three year term**

Applicants: *Travis Tweit (incumbent)*
Jeff Salkeld
Chrissy Craig (incumbent)

4. **Chestermere-Conrich Regional Recreation District Board**
Chestermere-Conrich Regional Recreation District Bylaw C-6336-2006

The Chestermere-Conrich Regional Recreation District Board is comprised of ten members, including one County Councillor, one City Councillor, three members at large from the County, three members at large from the City, one member from the Chestermere Regional Community Association, and one member from Rocky View Schools. The Chair and Vice-Chair are chosen by the board annually at its first meeting after the Organizational Meeting.

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

Applicant: *Don Deeter (incumbent)*

5. **Crossfield Recreation District Board**
Crossfield Recreation District Bylaw C-7470-2015

The Crossfield Recreation District Board is comprised of seven members, including one County Councillor, one Town Councillor, two members at large from the County, two members at large from the Town, and one non-voting member from Rocky View Schools. The Chair and Vice-Chair are chosen by the board annually at its first meeting after the Organizational Meeting.

a. **The Reeve calls for the appointment of one member at large for a three year term**

Applicant: *Janice Evans (incumbent)*

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6. **Madden and District Recreation Board**

Madden and District Recreation Bylaw C-6227-2006

The Madden and District Recreation Board is comprised of three members, including one Councillor, one member at large from the hamlet of Madden, and one rural member at large from outside of the hamlet of Madden. The Chair and Vice-Chair are chosen by the board annually at its first meeting after the Organizational Meeting.

- a. **The Reeve calls for the appointment of one rural member at large for a three year term**

Applicant: *Jaime Clayton (incumbent)*

7. **Ranch Lands Recreation District Board**

Ranch Lands Recreation District Bylaw C-6297-2006

The Ranch Lands Recreation District Board is comprised of seven members, including one Councillor, two members at large, two members from the Cochrane and District Agricultural Society, and two members from the Spray Lake Sawmills Recreation Parks Society.

The Chair and Vice-Chair are chosen by the board annually at its first meeting after the Organizational Meeting.

- a. **The Reeve calls for the appointment of one member at large for a three year term**

Applicants: *Pat Comer (incumbent)*

- b. **The Reeve calls for the appointment of one member from the Cochrane and District Agricultural Society for a three year term**

Applicants: *Rick Wicklawd*

- c. **The Reeve calls for the appointment of two members from the Spray Lake Sawmills Recreation Parks Society for a three year term**

Applicants: *None*

K ADJOURN THE MEETING



LEGISLATIVE AND LEGAL SERVICES

TO: Council

DATE: October 23, 2018 **DIVISION:** All

FILE: 2000-100

SUBJECT: 2019 Council and Committee Meeting Dates Calendar

¹POLICY DIRECTION:

The proposed dates and times for the 2019 Rocky View County Council meetings were evaluated in accordance with the Procedure Bylaw and are found to be in compliance. The meeting dates and times for the 2019 Rocky View County Policy and Priorities Committee are to be determined at the Annual Organizational Meeting. The proposed dates and times align with the dates and times of past years.

EXECUTIVE SUMMARY:

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

- The authority for Council to decide on the dates, times and places of Council meetings comes from the *Municipal Government Act*, section 193(1):

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

“Meeting dates and times to be determined at the Annual Organizational Meeting.”

The attached calendar also includes events that are attended by Council members such as Agricultural Service Board meetings, RMA conferences, FCM Conference, as well as the Policy Review Subcommittee, the Subdivision and Development Appeal Board, and the Enforcement Appeal Committee meeting.

BACKGROUND:

Regular Meetings of Council

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

In the past, Rocky View County Council has held regular Council Meetings at 9:00 am on the second and fourth Tuesdays of each month with the exception of August, which has no scheduled Council meetings. The attached schedule is a continuation of this practice.

¹ **Administration Resources**

Charlotte Satink, Deputy Municipal Clerk

Policy and Priorities Committee (PPC)

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

In the past, PPC meetings have been held the first Tuesday of each month starting at 9:00 a.m. There is not usually a meeting in January or August. This decision is in front of Council today as the PPC Terms of Reference states, “dates and times of the Policy and Priorities Committee are determined at the annual organizational meeting.” The attached schedule is a continuation of the past practice for PPC meetings. If Council approves this, please note that a Policy and Priorities Committee meeting is scheduled after a long weekend for the months of **July** and **September**.

Policy Review Subcommittee

The Policy Review Subcommittee reviews new policies and current policies for adoption and amendment, and also identifies policies that may be required before they are provided to the Policy and Priorities Committee. The Terms of Reference for the Policy Review Subcommittee provides that meetings take place in the morning on the third Tuesday of the month, unless otherwise scheduled. Administration has included these dates in the calendar except for July and also March as the third Tuesday in March lands the same time as the spring RMA conference.

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

The SDAB hears development appeals (i.e. appeals of development permit decisions and stop orders), as well as Subdivision Appeals (i.e. appeals of subdivision decisions or conditions). The Enforcement Appeal Committee hears appeals of Compliance Orders, issued under sections 545 and 546 of the *Municipal Government Act*.

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

Agricultural Service Board

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

Agricultural Service Board Provincial Tour

The Agricultural Service Board Provincial tour is hosted by any municipality that is interested. The Association of Alberta Agricultural Fieldmen keeps track of the tour information and schedule. The tour for 2019 has not yet been determined so is not included in the calendar.

Agricultural Service Board Conferences

The Province is divided into five regions and the hosting responsibilities of the Provincial Conference are rotated throughout the regions. The conferences allow members from across the province to learn about new agricultural issues and discuss resolutions to improve the agricultural industry within Alberta. The 2019 conference will be held in Calgary from January 21 to 23, 2019. The Regional Conference is held annually, usually in October or November. A date has yet to be determined so it is not included in the calendar.

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

Rural Municipalities of Alberta (RMA) Conventions

The Rural Municipalities of Alberta (RMA) is an independent association comprising Alberta's 69 counties and municipal districts. RMA members attend conventions to hear plenary speakers, participate in breakout sessions and vote on the resolutions that guide the RMA's advocacy efforts. In 2019, there are two conventions scheduled from March 18 to 20, 2019 and November 12 to 15, 2019.

FCM Conference

The Federation of Canadian Municipalities hosts a conference and tradeshow each year of engaging workshops, study tours and keynote speeches from Canada's federal political leaders. In 2019, the conference is held from May 30 to June 2, 2019 in Quebec City.

BUDGET IMPLICATION(S):

N/A

OPTIONS:

- Option #1: Motion #1: THAT the 2019 Rocky View County Council meeting dates be approved as per Attachment 'A'.
 Motion #2: THAT the 2019 Rocky View County Policy and Priorities Committee meeting dates be approved as per Attachment 'A'.
Option #2: THAT Council provide alternative direction.

Respectfully submitted,

"KENT ROBINSON"

General Manager

cs/adk

Concurrence,

"RICK MCDONALD"

Interim County Manager

ATTACHMENT A: Proposed 2019 Council and Committee Meeting Dates

ATTACHMENT 'A'



2019 Rocky View County
Council & Committee Dates ⁽¹⁾
262075 Rocky View Point, Rocky View County

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

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

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

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

Council Meetings @ 9:00 am (Org Meeting October 22)		SDAB & EAC Meeting	
Policy & Priorities Committee @ 9:00 am		ASB Meeting	
FCM Conference (Quebec City)		Provincial ASB Conference (Calgary, AB)	
RMA Conventions (Spring & Fall in Edmonton)		Rocky View County Stat Holidays	
Policy Review Subcommittee			

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

Approved: