

Organizational Meeting Agenda

October 22, 2019

9:00 a.m.



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

A CALL MEETING TO ORDER

The Chief Administrative Officer calls the meeting to order and presides over the Organizational Meeting until the Reeve is elected and sworn into office.

B VOTING PROCEDURES

Elections of the Reeve and Deputy Reeve are conducted in accordance with the procedure established in section 17 of *Procedure Bylaw C-7907-2019*. All ballots for elections are destroyed at the conclusion of the Organizational Meeting.

Appointments or elections of members at large are conducted in accordance with the procedure established in section 18 of *Procedure Bylaw C-7907-2019*. All ballots for elections are destroyed at the conclusion of the Organizational Meeting.

C APPOINTMENT OF SCRUTINEERS

The Chief Administrative Officer calls for the appointment of two scrutineers to tally ballots for elections held at the Organizational Meeting.

D ELECTION OF THE REEVE

Municipal Government Act – Section 150(2)
Procedure Bylaw C-7907-2019 – Section 17

The Chief Administrative Officer calls for nominations for Reeve, and the Reeve is sworn in once elected and presides over the remainder of the Organizational Meeting.

E ELECTION OF THE DEPUTY REEVE

Municipal Government Act – Section 152(1)
Procedure Bylaw C-7907-2019 – Section 17

The Reeve assumes the Chair and calls for nominations for Deputy Reeve, and the Deputy Reeve is sworn in once elected.

F ESTABLISH 2020 COUNCIL AND COMMITTEE MEETING DATES

Boards and Committees Bylaw C-7840-2018 – Section 31
Procedure Bylaw C-7907-2019 – Section 14

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G APPOINTMENT OF INTERNAL BOARDS AND COMMITTEES

Note: The Municipal Clerk's Office recommends that Council move into a closed session under section 17 of the Freedom of Information and Protection of Privacy Act if Council wishes to discuss the personal information contained in the member at large applications.

Note: Boards and Committees Bylaw C-7840-2018 established term limits for all member at large appointments which will begin with the appointments made at this Organizational Meeting.

1) **Governance and Priorities Committee**

Boards and Committees Bylaw C-7840-2018

Governance and Priorities Committee Terms of Reference

- a) **The Reeve calls for the appointment of the Chair for a one year term**
- b) **The Reeve calls for the appointment of the Vice Chair for a one year term**

2) **Recreation Governance Committee**

Boards and Committees Bylaw C-7840-2018

Recreation Governance Committee Terms of Reference

- a) **The Reeve calls for the appointment of the Chair for a one year term**
- b) **The Reeve calls for the appointment of the Vice Chair for a one year term**

3) **Agricultural Service Board**

Boards and Committees Bylaw C-7840-2018

Agricultural Service Board Terms of Reference

- a) **The Reeve calls for the appointment of three Councillors for a one year term**
- b) **The Reeve calls for the appointment of the Chair for a one year term**
- c) **The Reeve calls for the appointment of one member at large from east of Highway 2 for a three year term**

Applicants: *Laura Chitwood*
Ludwig Reicheneder
Tricia Fehr

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4) **Family and Community Support Services Board**

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

Note: The Municipal Clerk's Office recommends that members at large be appointed to the Family and Community Support Services Board for staggered terms in accordance with section 23(1) of the Boards and Committees Bylaw.

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

b) **The Reeve calls for the appointment of three members at large for two year terms**

Applicants: *Dawn Mosondz
Deborah Hawkins
Dimitri Dimopoulos
Hamish Kerfoot
John Lowe
Leah Stewart
Sarita Barrett
Susan Lemmer
Tiffany Fassnidge*

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

Applicants: *Dawn Mosondz
Deborah Hawkins
Dimitri Dimopoulos
Hamish Kerfoot
John Lowe
Leah Stewart
Sarita Barrett
Susan Lemmer
Tiffany Fassnidge*

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5) **Subdivision and Development Appeal Board and Enforcement Appeal Committee**
Appeal and Review Panels Bylaw C-7717-2017

Note: The Municipal Clerk's Office recommends that members at large be appointed for staggered terms in accordance with section 23(1) of the Boards and Committees Bylaw.

Note: Due to conflicts between the Appeal and Review Panels Bylaw and Procedure Bylaw regarding the appointment of the Chair, the Municipal Clerk's Office recommends that Administration be directed to bring forward amendments to the Appeal and Review Panel Bylaw to reflect that the Chair will be appointed by Council.

- a) **The Reeve calls for the appointment of one Councillor and one alternate Councillor for a one year term**
- b) **The Reeve calls for the appointment of two members at large and one alternate member at large for two year terms**

Applicants: *Annette Culp
Clayton Tychkowsky
Dawn Mosondz
Don Kochan
Hazel George
Ian Galbraith
Jason Kirkman
Morrie M. Goetjen
Pam Whitnack
Robert Doherty
Syd Hartley
Tricia Fehr
Wendy Metzger*

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- c) **The Reeve calls for the appointment of two members at large and one alternate member at large for three year terms**

Applicants: *Annette Culp*
Clayton Tychkowsky
Dawn Mosondz
Don Kochan
Hazel George
Ian Galbraith
Jason Kirkman
Morrie M. Goetjen
Pam Whitnack
Robert Doherty
Syd Hartley
Tricia Fehr
Wendy Metzger

- 6) **Assessment Review Boards**
Assessment and Review Boards Bylaw C-7778-2018

Note: The members of the Assessment Review Boards have requested through the Municipal Clerk's Office that the two vacant positions remain vacant due to a lack of complaint hearings to distribute equitably among the members.

- a) **The Reeve calls for the appointment of two members at large for three year terms**

Applicants: *Clayton Tychkowsky*
John Gough
Robert Doherty
Wendy Metzger

- 7) **Bragg Creek FireSmart Committee**
Boards and Committees Bylaw C-7840-2018
Bragg Creek FireSmart Committee Terms of Reference

Note: The Municipal Clerk's Office will distribute applications for the Bragg Creek FireSmart Committee under a separate addendum to this Organizational Meeting agenda.

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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

- 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) Calgary Airport Authority Board of Directors

Regional Airports Authorities Act – Section 13

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

THAT Randolph Carron be appointed as Rocky View County's representative on the Calgary Airport Authority Board of Directors for a four year term to expire at the October 2023 Organizational Meeting.

K ADJOURN THE MEETING



MUNICIPAL CLERK'S OFFICE

TO: Council

DATE: October 22 2019 **DIVISIONS:** All

FILE: 0195

SUBJECT: 2020 Council and Committee Meeting Dates

POLICY DIRECTION:

The *Municipal Government Act* (MGA) provides that Council may decide at a council meeting at which all the councilors are present to hold regularly scheduled council meetings on specified dates, times, and places.

Rocky View County's Procedure Bylaw states that at organizational meetings, Council establishes the dates and times for regular Council and committee meetings as required. The County's Boards and Committees Bylaw outlines specific boards and committees that Council must establish the dates and times for at its annual organizational meeting.

EXECUTIVE SUMMARY:

The purpose of this report is provide recommendations to Council regarding setting the dates for Council and Committee meetings for 2020. The MGA, Procedure Bylaw, and Boards and Committees Bylaw provide Council with the authority to establish meeting dates and times.

The attached calendar for 2020 includes suggested dates and times for regular Council, Governance and Priorities Committee, Agricultural Service Board, Subdivision and Development Appeal Board, and the Enforcement Appeal Committee meetings

Also included in the calendar are other events that are attended by Council members such as the spring and fall Rural Municipalities of Alberta (RMA) conferences, the Federation of Canadian Municipalities Conference (FCM), Provincial Agriculture Service Board Conference, and also the County's Statutory holidays.

The proposed dates and times align with the dates and times of past years.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends that the 2020 Rocky View County Council and Committee meeting dates be approved as per Attachment 'A'.

BACKGROUND:

Regular Meetings of Council

The Procedure Bylaw provides the flexibility of Council to establish the dates and times of regular Council meetings. In practice, 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 calendar is a continuation of this practice.

Governance and Priorities Committee (GPC)

The Governance and Priorities Committee is a committee of Council that is comprised of all members of Council. The Boards and Committees Bylaw provides Council with the same flexibility

¹Administrative Resources:

Charlotte Satink, Municipal Clerk's Office

to establish the dates and times of its meetings. In the past, GPC meetings have been held the first Tuesday of each month starting at 9:00 a.m. with no meetings in January or August. The attached schedule is a continuation of this practice and further includes the removal of the November GPC date as well as it conflicts with the fall RMA conference which all or most of Council attend.

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

The Subdivision and Development Appeal Board/Enforcement Appeal Committee 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 recommends that Council schedule meetings every third Wednesday.

Agricultural Service Board

The Agricultural Service Board Terms of Reference states that this board must meet at least five times per year and meetings are usually held in January, March, April, October, and November. The proposed calendar is a continuation of this practice.

Other regularly scheduled items are included in the 2020 calendar for reference purposes only.

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

BUDGET IMPLICATIONS:

N/A

OPTIONS:

Option #1: THAT the 2020 Rocky View County Council and Committee meeting dates be approved as per Attachment 'A'.

Option #2: THAT Council provide alternative direction.

"Kent Robinson"

"Al Hoggan"

Executive Director, Corporate Services

Chief Administrative Officer

cs/ta

ATTACHMENTS:

Attachment A: Proposed 2020 Council and Committee Meeting Dates Calendar



2020 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						1	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	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						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

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

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

Council Meetings @ 9:00 am (Org Meeting October 27)		SDAB & EAC Meeting	
GPC Meeting @ 9:00 am		ASB Meeting	
FCM Conference (Toronto, Ontario)		Provincial ASB Conference (Fairmont Banff Springs)	
RMA Conventions (Spring & Fall in Edmonton)		Rocky View County Stat Holidays	

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

Approved by Council on XXX