ROCKY VIEW COUNTY

Governance Committee

Terms of Reference

TOR #C-GC

Purpose

The purpose of the Rocky View County Governance Committee (GC or Committee) is to provide an additional forum for Rocky View County (the County) to fulfill its responsibility to provide effective governance. The Committee provides an additional opportunity for Council to provide effective guidance and oversight to Administration on governance, financial, and strategic matters to ensure the County functions in an effective and efficient manner and in accordance with Council's strategic plan. The Committee will be able to provide Administration with guidance that will allow matters to be actioned by Administration and then brought to Council for a decision.

The Committee meetings are intended to encourage deliberation and debate of information and ideas, in a more informal setting. The Committee is not intended to replicate Council meetings but shall consider items that require additional guidance and a more fulsome discussion prior to being considered by Council for decision.

Functions

1 Rocky View County Council delegates the following governance responsibilities to the Governance Committee:

(1) monitoring progress towards the achievement of Council's strategic goals;

(2) providing guidance on governance-related bylaws;

(3) receiving department reports as information;

(4) receiving updates and providing feedback and direction to Administration on projects and initiatives;

(5) receiving updates from Administration regarding changes to federal, provincial, and municipal legislation;

(6) reviewing and providing direction on the County's financial and capital plans and operating and capital budgets prior to their presentation to Council for approval;

(7) considering infrastructure and capital asset management plans, funding requirements and sources, and lifecycle replacement strategies;

(8) receiving financial updates and reports as information, including on the County's financial health and budgetary risks, pressures, and risk mitigation;

(9) providing clarification and direction to Administration when additional clarity and direction is necessary;

(10) reviewing Council policies prior to their presentation to Council for approval unless otherwise directed by Council or the Chief Administrative Officer; and

(11) any other governance or strategic matter that warrants further discussion or direction from the Governance Committee.

2 The Governance Committee may make the following motions:

(1) to direct Administration;

(2) to refer matters to Administration or another body;

(3) to receive matters as information; and

(4) procedural motions provided for in the County's Procedure Bylaw.

3 The Governance Committee will not hear presentations from the public. Public presentations are accommodated by the Public Presentation Committee (PPC).

Membership

4 The Governance Committee consists of all members of Council.

Chair

5 The Chair will be a Councillor appointed by Council at the annual organizational meeting for a two-year term and the Vice Chair will be appointed by the Governance Committee at its first meeting following the annual organizational meeting, for a two-year term.

6 The Chair is responsible for presiding over meetings when in attendance.

7 The Vice Chair will take over the duties of the Chair whenever the Chair is unable to perform those duties.

Meetings

8 The Governance Committee will meet monthly, at a minimum, on the dates and times set at the annual organizational meeting of Council.

9 Additional meetings or special meetings may be held at the call of the Chair.

10 No meetings are held during the summer and winter breaks (August and December).

11 Meetings will be conducted in accordance with the County's *Procedure Bylaw*.

12 All meetings are open to the public. If required, closed sessions will be held in accordance with the *Municipal Government Act*, *Freedom of Information and Protection of Privacy Act*, and the County's Procedure Bylaw.

13 Meetings are attended by the:

(1) Executive Leadership Team or their authorized delegates;

(2) Legislative Officers or their authorized delegate; and

(3) relevant subject matter experts.

14 Quorum is four members of the Governance Committee.

Agendas

15 Agendas are prepared and distributed in accordance with the County's *Procedure Bylaw*.

16 Meetings will have a formal agenda. Agendas, information packages, and minutes will be circulated to the Committee one week prior to each meeting.

17 Approval of the agenda will be by the Chair and Vice Chair.

Administrative Support

18 Administration supports the Governance Committee by preparing agendas and minutes, coordinating meetings, and providing information as required.

Definitions

19 In these Terms of Reference, the following definitions apply:

(1) **"Administration"** means the operations and staff of Rocky View County under the direction of the Chief Administration Officer;

(2) **"Council"** means the duly elected Council of Rocky View County;

(3) **"Council Policy"** means policies that are approved by Council and focus on the strategic direction of programs and services provided by the County**;**

(4) **"*Municipal Government Act*"** means the *Municipal Government Act,* RSA 2000, c M-26, as amended or replaced from time to time;

(5) **"Organizational Meeting"** means an Organizational Meeting of Council held pursuant to section 192 of the *Municipal Government Act*;

(6) **"*Procedure Bylaw*"** means Rocky View County Bylaw C-8277-2022, the Procedure Bylaw, as amended or replaced from time to time; and

(7) **"Rocky View County"** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

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