ROCKY VIEW COUNTY
Cultivating Communities

BYLAW C-7840-2018

CONSOLIDATED REVISED BYLAW

A Bylaw of Rocky View County, in the Province of Alberta, to establish Rocky View County's Boards and Committees and their functions and procedures.

WHEREAS section 145 of the *Municipal Government Act* allows Council to pass bylaws relating to the establishment, functions, and procedures of Rocky View County Boards and Committees;

AND WHEREAS section 203 of the *Municipal Government Act* allows Council to delegate by bylaw any of its powers, duties, or functions to Rocky View County Boards and Committees;

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title

1 This Bylaw may be cited as the *Boards and Committees Bylaw*.

Definitions

2 Words in this Bylaw have the same meaning as those set out in the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this Bylaw.

Purpose, Application, and Interpretation

3 The purpose of this Bylaw is to establish the Standing Boards and Committees of Council and to outline the procedure and guidelines for the creation of new Boards and Committees.

4 This Bylaw applies to all Boards and Committees of Rocky View County.

5 If there is an inconsistency between this Bylaw and the Terms of Reference of a Board or Committee, this Bylaw takes precedence.

6 If a matter is not contemplated in the Terms of Reference of a Board or Committee, this Bylaw takes precedence.

7 If a matter is not contemplated in this Bylaw or the Terms of Reference of a Board or Committee, the matter will be referred to the Board or Committee Chair for direction.

Standing Boards and Committees

8 The following Boards and Committees are established by this Bylaw as Standing Boards and Committees:

(1) Public Presentation Committee;[1]

(2) Agricultural Service Board;

(3) Recreation Governance Committee;[2]

(4) Governance Committee;[3] ; and

(5) [4] deleted [5]

(5) Langdon Municipal Policing Committee.[6]

9 The following Boards and Committees have been established by other Rocky View County bylaws and for the purposes of this Bylaw are considered Standing Boards and Committees:

(1) Subdivision and Development Appeal Board;

(2) Enforcement Appeal Committee;

(3) Assessment Review Boards, comprising the Local Assessment Review Board and Composite Assessment Review Board collectively;

(4) Municipal Emergency Advisory Committee; and

(5) Family and Community Support Services Board.

Establishing Boards and Committees

10 Council may establish Boards or Committees and their Terms of Reference by either resolution or bylaw.

11 Boards or Committees will have the duties, functions, membership, procedures, and other characteristics as established in their Terms of Reference.

Establishing Subcommittees

12 A Board or Committee may recommend to Council that a Subcommittee be established to assist with the duties of the Board or Committee.

13 Council may establish Subcommittees and their Terms of Reference by either resolution or bylaw.

[1] Bylaw C-8030-2020; Bylaw C-8276-2022
[2] Bylaw C-7927-2019
[3] Bylaw C-8342-2022
[4] Bylaw C-8627-2025
[5] Bylaw C-8790-2026
[6] Bylaw C-8722-2026

14 Subcommittees will have the duties, functions, membership, procedures, and other characteristics as established in their Terms of Reference.

Accountability and Reporting

15 All Boards and Committees are accountable to Council.

16 Subcommittees are accountable to the Board or Committee that they were established to assist.

17 Councillors are responsible for keeping Council as a whole informed of the activities of the various Boards or Committees to which they are appointed.

Membership and Appointments

18 Members are appointed to Boards or Committees by Council at its annual Organizational Meeting as required.

19 Membership vacancies that occur between Organizational Meetings may be filled by a resolution of Council as necessary.

20 Members at Large must be residents of Rocky View County unless otherwise provided for in the Terms of Reference of a Board or Committee.

(1) The Terms of Reference of a Board or Committee may prescribe additional requirements or qualifications for the appointment of Members at Large.

21 A Member at Large who ceases to be a resident of Rocky View County also ceases to be a Member of the Boards or Committees to which they are appointed unless otherwise provided for in the Terms of Reference of those Boards and Committees.

22 The Reeve is an *ex-officio* member of all Boards and Committees pursuant to the *Municipal Government Act*.

Term of Office and Removal from Office

23 Members are appointed to a Board or Committee for the term of office established in that Board or Committee's Terms of Reference.

(1) When appointing Members to a Board or Committee, Council may vary the term of office specified in a Terms of Reference in such a way that the expiry of those appointments is staggered.[7]

24 Members serve at the pleasure of Council and may be removed from a Board or Committee by a resolution of Council.

25 Members may resign from a Board or Committee by providing written notice of their resignation to Rocky View County.

[7] Bylaw C-7895-2019

26 A Member at Large who is absent from three consecutives meetings of a Board or Committee without a valid reason ceases to be a Member of that Board or Committee unless their absence is authorized by a resolution of the Board or Committee.

Term Limits

27 Members at Large may serve on a Board or Committee for a maximum of two consecutive terms. After serving a second consecutive term, Members at Large cannot serve on that Board or Committee for at least one term before being eligible for reappointment.

(1) deleted.[8]

28 If there are no other applicants or no qualified applicants to fill an expiring Member at Large appointment, Council may waive section 27 of this Bylaw and reappoint a Member at Large to a Board or Committee for an additional term.

Chair and Vice Chair

29 The Chair and Vice Chair of a Board or Committee are chosen in accordance with its Terms of Reference.

30 If a Terms of Reference does not provide for the appointment of a Chair or Vice Chair, the Chair or Vice Chair will be chosen by a majority of the Board or Committee Members in a manner agreed upon by a majority of the Members.

Meetings and Meeting Procedures

31 The following Boards and Committees will meet on the dates and times established by Council at its annual Organizational Meeting:

(1) deleted;[9]

(2) Agricultural Service Board;

(3) Subdivision and Development Appeal Board; and

(4) Enforcement Appeal Committee.

(5) deleted.[10,11]

32 Boards and Committees not listed in section 31 of this Bylaw will meet on the dates and times established by the Board or Committee in accordance with its Terms of Reference.

33 Additional meetings and special meetings of a Board or Committee may be called in accordance with its Terms of Reference.

[8] Bylaw C-8733-2026
[9] Bylaw C-8030-2020
[10] Bylaw C-7967-2019
[11] Bylaw C-8733-2026

34 Board and Committee meetings will be conducted in accordance with Rocky View County's *Procedure Bylaw*.

35 Board and Committee meetings are open to the public to attend except when permitted by legislation to hold parts of the meeting in a closed session.

36 Individuals, community groups, and other organizations that wish to present to a Board or Committee may submit a request in accordance with that Board or Committee's Terms of Reference.

(1) If a Board or Committee's Terms of Reference does not provide a procedure for presentation requests, the individual, community group, or other organization may submit a request in accordance with Rocky View County's *Procedure Bylaw.*

Administrative Support

37 Boards and Committees will receive administrative support in a non-voting capacity as outlined in their Terms of Reference.

38 Administrative support may include, but is not limited to, preparing agendas and minutes, coordinating meetings, providing expertise and advice, and other duties that are reasonably required by the Board or Committee to carry out its duties.

Budget and Remuneration

39 Boards and Committees have the budgets and resources established in their Terms of Reference.

40 Members are remunerated in accordance with Rocky View County's *Council Committee Remuneration Policy* unless the Terms of Reference for a Board or Committee provides for otherwise.

Severability

41 Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, the remaining provisions of this Bylaw will remain valid and enforceable.

Repeal and Effective Date

42 Bylaw C-6138-2005, being the *Committees Bylaw*, and all amendments thereto are repealed upon this Bylaw passing and coming into full force and effect.

43 Bylaw C-7840-2018 is passed when it receives third reading and is signed by the Reeve or Deputy Reeve and the Chief Administrative Officer or their designate as per the *Municipal Government Act.*

READ A FIRST TIME IN COUNCIL this 26th day of February, 2019

READ A SECOND TIME IN COUNCIL this 26th day of February, 2019

UNAMIMOUS PERMISSION FOR THIRD READING this *26th day of February, 2019*

READ A THIRD TIME IN COUNCIL this 26th day of February, 2019

"Greg Boehlke"

_____
Reeve

"Tyler Andreasen" (Acting)
_____
CAO or Designate

February 26, 2019
_____
Date Bylaw Signed

Bylaw C-7840-2018

Schedule 'A' – Definitions

1 **"Administration"** means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer.

2 **"Board"** means a Board with Members appointed by Council.

3 **"Committee"** means a Committee with Members appointed by Council and includes a Standing Committee or Subcommittee.

4 **"Council"** means the duly elected Council of Rocky View County.

5 ***"Council Committee Remuneration Policy"*** means Rocky View County Policy C-221, *Council Committee Remuneration Policy*, as amended or replaced from time to time.

6 "**Councillor"** means a duly elected Councillor of Rocky View County Council.

7 **"Member"** means a person appointed to a Board or Committee and includes either a Councillor or a Member at Large.

8 **"Member at Large"** means a person appointed to a Board or Committee who is a member of the public and not a Councillor.

9 **"*Municipal Government Act*"** means the *Municipal Government Act,* RSA 2000, c M-26, as amended or replaced from time to time.

10 **"Organizational Meeting"** means an Organizational Meeting of Council held pursuant to the *Municipal Government Act*.

11 ***"Procedure Bylaw"*** means Rocky View County Bylaw C-7295-2013, the *Procedure Bylaw*, as amended or replaced from time to time.

12 deleted;[12]

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

14 **"Standing Board or Committee"** means a Board or Committee listed in sections 8 and 9 of this Bylaw.

15 **"Subcommittee"** means a Subcommittee established to assist with the duties of a Board or Committee.

[12] Bylaw C-8733-2026

16 **“Terms of Reference”** means a Terms of Reference or bylaw approved by Council that establishes the functions, procedures, membership, and other governance characteristics of a Board or Committee.