ROCKY VIEW COUNTY

BYLAW C-8797-2026

A bylaw of Rocky View County, in the Province of Alberta, to establish the Prairie Gateway Oversight Committee.

WHEREAS Council approved the terms of reference for the Prairie Gateway Oversight Committee by resolution at the May 6, 2025 Council meeting;

AND WHEREAS section 145 of the *Municipal Government Act* allows Council to establish committees and other bodies by bylaw;

AND WHEREAS Council wishes to establish the Prairie Gateway Oversight Committee by bylaw in accordance with section 145 of the *Municipal Government Act*;

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

Title

1 This bylaw may be cited as the *Prairie Gateway Oversight Committee Bylaw.*

Definitions

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

Effect

3 The Prairie Gateway Oversight Committee is hereby established as a Council Committee.

4 The mandate of the Prairie Gateway Oversight Committee is set out in Schedule 'B' attached to and forming part of this bylaw.

Repeal and Effective Date

5 The Prairie Gateway Oversight Committee Terms of Reference, approved by Council on May 6, 2025, are repealed upon this bylaw passing and coming into full force and effect.

6 Bylaw C-8797-2026 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.

ROCKY VIEW COUNTY

READ A FIRST TIME this 10 day of November, 2026

READ A SECOND TIME this 10 day of November, 2026

UNANIMOUS PERMISSION FOR THIRD READING this 10 day of November, 2026

READ A THIRD AND FINAL TIME this 10 day of November, 2026

Reeve

Chief Administrative Officer

November 10, 2026
Date Bylaw Signed

Bylaw C-8797-2026

Schedule 'A' – Definitions

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

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

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

Bylaw C-8797-2026

Schedule 'B' – Prairie Gateway Oversight Committee Mandate

Background and Context

1 The City of Calgary ("The City") and Rocky View County ("County") have undertaken the Prairie Gateway initiative to jointly plan, service and provide infrastructure for the Prairie Gateway Area Structure Plan (the "Plan"), which is supported by a Shared Investments, Shared Services, and Shared Benefits (SI-SS-SB) framework set out in the Prairie Gateway Deal Agreement (the "Agreement").

Purpose

2 The purpose of the Prairie Gateway Oversight Committee (the "Committee") is to provide ongoing elected official oversight of the Agreement and Plan buildout. The Committee will receive information from, and provide guidance to, a joint intermunicipal administrative group (Prairie Gateway Intermunicipal Collaboration Team or ICT) established under the Agreement to ensure continued collaboration throughout the implementation and ongoing operation of this initiative.

3 The Committee will provide a regular opportunity for elected officials from the City and County to discuss coordination of planning and development, coordination of approvals, efforts to secure external funding from senior levels of government, and to administer the Agreement. This Committee may evolve over time as development within the Plan area occurs.

Objectives

4 The objectives of the Prairie Gateway Oversight Committee are to provide the following functions with respect to ongoing implementation of the Prairie Gateway Area Structure Plan and the Agreement:

(1) Maintain a positive and constructive working relationship between The City and County.

(2) Oversee the following matters:

(a) Monitoring and guiding planning and development within the Plan area:

(i) Receive updates on upcoming planning and development opportunities within the Plan area, and

(ii) Provide feedback and recommendations to the ICT on implementation of the Plan, sub-plans, and other matters within the Plan area.

(b) Determining mutual recommendations for elected officials from The City and County to make to their respective administrations, committees and Councils respecting:

(i) planning and development within the Plan area;

(ii) monetary guidelines for the Shared Pool and Reserve Funds, as defined in the Agreement,

(iii) uses for the Shared Pool and Reserve Funds, as contemplated in the Agreement, and

(iv) Information-sharing and identification of potential alignment opportunities within the respective municipal budget processes.

(c) Agreement administration;

(i) Monitoring and reporting on timing and amount of municipal cost contributions,

(ii) Approving adjustments to deadlines as contemplated in the Agreement,

(iii) Reporting on the parties' Cumulative Proportional Contributions, as defined in the Agreement,

(iv) Review the Parties' 5 year capital plans annually for alignment with Commitment Dates and the requirements of this agreement,

(v) Monitor and reporting on tax revenue and sharing,

(vi) Determine when utility rates can be recovered through Tax Revenue where required in the agreement,

(vii) Monitoring levy repayment and cost contribution agreements,

(viii) Monitoring service agreements and cost attribution,

(ix) Review of the Agreement; and

(x) Preliminary dispute resolution.

(d) Share information and knowledge on key issues respecting the Plan Area and surrounding area, which may include:

(i) Economic development opportunities, and

(ii) Other issues or opportunities that may arise.

(e) Represent joint municipal interests of The City and the County respecting the Plan Area and surrounding area, as determined by their respective Councils or administrations, to the Government of Alberta, Government of Canada and other similar bodies, which may include:

(i) Regulatory challenges,

(ii) Grant applications or other funding requests, or

(iii) Advocacy for shared interests related to Prairie Gateway.

(f) Determining mutual recommendations for elected officials from The City and County to make to their respective committees and Councils respecting the need for and interest in a joint industry / government advisory body respecting the development of Prairie Gateway Area Structure Plan.

Constraints

5 The Prairie Gateway Oversight Committee is an advisory body. It has no formal decision-making authority; however, it can provide recommendations and feedback to the Prairie Gateway Intermunicipal Collaboration Team and provide recommendations to each Council. The Committee's recommendations and feedback will in no way fetter the discretion of the ultimate decision maker for any given decision or approval, whether that decision maker is a subdivision authority, development authority, or Council of the County or The City.

Composition of the Committee

6 At each organizational meeting of each municipality's council following the adoption of these Terms of Reference, each municipality shall appoint three elected officials to the Prairie Gateway Oversight Committee.

7 Committee members shall serve for a term of one year expiring at the next organizational meeting of their respective Councils, and may serve consecutive terms without limitation.

8 If there is a vacancy on the Committee at any point during a term, an elected official of the municipality having the vacancy may be appointed by that municipality's Council until the next organizational meeting of Council.

Appointment of Co-Chairs

9 Two co-chairs, one from each municipality, will be appointed by the Prairie Gateway Oversight Committee at the first Committee meeting after each municipality holds their respective organizational meetings each year.

Meeting Frequency

10 It is anticipated that the Prairie Gateway Oversight Committee will meet quarterly. The County and The City can agree to schedule additional meetings as needed, or to cancel a meeting if one is not necessary.

Meeting Protocols

11 The following meeting protocols are applicable to the Prairie Gateway Oversight Committee meetings:

(1) Committee meetings are open to the public; however, the Committee may use its discretion under section 197(2) of the *Municipal Government Act* to close all or part of its meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Access to Information Act* (*ATIA*);

(2) if the appointed member cannot attend, an alternate may be designated. A quorum is necessary to hold a meeting and requires at least one elected official from each municipality to be in attendance;

(3) members of each municipality's administration may attend closed committee meetings;

(4) produce meeting notes that are not public (as per section 26 of ATIA);

(5) Council members not at the meeting and/or members of The City and County administrations may be informed about discussions that occurred in a closed session of the Committee on the condition that the information shared is, subject to municipalities' obligations under *ATIA*, kept confidential;

(6) meetings may be held electronically or in person, at the co-Chairs' discretion;

(7) agenda packages should be circulated to committee members one week prior to a meeting. An agenda package will include an agenda, meeting notes from the previous meeting, and agenda reports on all items, excluding general updates, to provide background and context on discussion items. Any confidential items on the agenda must be generically described;

(8) the host municipality will provide a member of their administration to take notes at each meeting;

(9) chairing and hosting of meetings will be alternated between municipalities. The host municipality is responsible for coordinating the meeting, preparing the agenda, drafting the meeting notes, and the cost of the venue and food/refreshments, if meeting in person;

(10) meeting notes should be circulated two weeks following a scheduled meeting by the host municipality in collaboration with the other municipality and shall be marked as “draft”;

(11) any suggested changes to the draft notes will be provided by Committee members at any time in advance of the next Prairie Gateway Oversight Committee meeting;

(12) Committee members will be required to confirm the draft meeting notes at the next meeting;

(13) each municipality is responsible for maintaining a record of meeting agendas and notes and for ensuring that the confidentiality of same is maintained to the extent possible, subject to the municipalities' obligations under ATIA.

Guests of the Committee

12 Guests may be present at the Prairie Gateway Oversight Committee on an issue-specific basis or by invitation, conditional upon agreement from the co-chairs. Guests will be required to adhere to the confidentiality requirements outlined in this Terms of Reference.

Committee Recommendations

13 The Prairie Gateway Oversight Committee is considered by both municipalities to be an advisory committee. Where possible, the Committee should strive for consensus.

Administrative Support

14 Each *municipality* will provide Administration to support the work of the Prairie Gateway Oversight Committee, through the ICT and other subject matter experts as appropriate. Members of Administration are not considered Committee members.

15 Administration will provide advisory support to the Committee including provision of background information, resources, and advice to Committee members. The Committee can make requests to the ICT for:

(1) readily available additional information, and

(2) detailed direction, projects, studies, plans, etc. (anything that requires resources not already planned/budgeted) by referring the request to respective Administrations, which will determine whether these requests can be accommodated using existing resources or whether Council direction is required.

16 Some of these requests may be required to go to the municipalities' respective Councils for direction and/or approval.

Committee Member Roles and Responsibilities

17 The roles and responsibilities of Prairie Gateway Oversight Committee members include:

(1) attending scheduled meetings;

(2) engaging in discussions in a respectful manner;

(3) working with other Committee members to attempt to reach consensus on items before the Committee;

(4) representing the interests of their respective municipality and the mutual interests of both municipalities;

(5) providing recommendations and feedback to Administration regarding Prairie Gateway Oversight Committee work, actions, and requirements;

(6) communicating back to respective Councils on Prairie Gateway Oversight Committee discussions; and

(7) adhering to these Terms of Reference.

Maintenance and Review of Terms of Reference

18 These Terms of Reference will be reviewed and updated as required.