

### **Introduction**

Committee membership provides a unique and important opportunity for residents of Mountain View County to become involved in formulating a vision and direction for the County's growth and development. Committees strengthen our communities by allowing competent and interested citizens to bring forward their ideas and solutions to address the needs of the broader community. Public members of Council committees are valuable additions to the political and administration team.

Committee membership involves citizens in meaningful ways. Members make a commitment to the work of their committees, and are both responsible and accountable for their activities. The County in turn, commits to providing appropriate resources and guidance to ensure effective membership involvement.

### **Council Mandate**

The authority, powers, duties and functions of Council are prescribed by the Municipal Government Act [MGA].

The purposes of a municipality are to provide responsible governance and develop; maintain safe and desirable communities; and to provide the services and facilities desired by the community.

Council is an elected body that is responsible for developing and evaluating programs and policies; ensuring that the powers, duties and functions of the municipality are carried out; and carrying the powers, duties and functions expressly given to it. Council must not exercise power or function, or perform a duty which is assigned under the MGA to the Chief Administrative Officer [CAO] or designated officer.

### **Goals and Objectives**

The goal of the Economic Growth Node (South Carstairs) Area Structure Plan Steering Committee is to assist in the development of the Economic Growth Node (South Carstairs) Area Structure Plan, in accordance with the provisions of the MGA and with specific regard to section 617:

*"617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted*

- (a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and*
- (b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta,*

*without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest."*

The objectives are:

- a. to facilitate a comprehensive review of the Highway Economic Growth Node as identified in the Municipal Development Plan, in order to develop the Economic Growth Node (South Carstairs) Area Structure Plan;
- b. implement the objectives and policies of the Municipal Development Plan, Land Use Bylaw, and other County documents which impact land use;
- c. incorporate modern "best practice" land use and development standards, prepare regulation and requirements for the efficient management of land use and future development;

- d. produce a well-structured, organized, coordinated, clear, consistent, thorough and legally enforceable bylaw for public and administration use.

### **Purpose and Criteria**

The role of the Economic Growth Node (South Carstairs) Area Structure Plan Steering Committee is to:

- a. guide the development of the Area Structure Plan by implementing the objectives and policies of the Municipal Development Plan, Land Use Bylaw and other County documents which impact the Economic Growth Node (South Carstairs) Area Structure Plan study area are achieved;
- b. ensure that an open public consultation process is followed;
- c. collaborate with Council, public, staff and consultants to ensure stakeholder input and to review information;
- d. provide regular progress reports to Council; and
- e. present a new Area Structure Plan to Council for adoption.

The success of the Economic Growth Node (South Carstairs) Area Structure Plan Steering Committee will depend on:

- a. having a member orientation each time a new member is added;
- b. recognition that the Committee performs a community “stewardship” in the performance of its duties and responsibilities;
- c. recognition that the Committee provides input and assistance to Council;
- d. taking a corporate approach to its purpose and function;
- e. taking an open, unbiased, progressive and forward looking perspective;
- f. working cooperatively, collaborative and objectively towards achieving Committee goals and objectives;
- g. ensuring an encouraging, supportive, constructive, receptive, sensitive and respectful environment;
- h. having respect for delegated roles and authority;
- i. show public respect for Council, volunteers and staff;
- j. show public confidence in the leadership of the committee chair; and
- k. communicate to Council and the community the committee accomplishments.

### **Composition**

The committee is comprised of three (3) Council members and three (3) public members selected from the ASP area and one (1) delegate/representative from the Town of Carstairs. The public members are appointed by Council.

Administrative staff resources will be provided to assist the committee.

### **Term**

Members are appointed for the duration of the Committee. The Committee will dissolve at the time Council adopts the new Economic Growth Node (South Carstairs) Area Structure Plan.

A member may resign from the Committee by submitting a letter of resignation to the Chair and/or staff. Staff will then advise the Committee and Council of the resignation and request Council to appointment a new member.

### **Meetings**

Committee meetings will be scheduled on an as needed basis to complete the project and future meeting date(s) will be established at the end of each meeting. The Chair may call additional or non-scheduled meetings where circumstances warrant, dealing with important or necessary issues before the next scheduled Committee meeting.

### **Quorum**

Committee members should strive to attend all meetings held by the Committee. However, it is understood that it is unlikely that every member can attend every scheduled meeting. To have a Committee meeting cancelled or not otherwise proceed on the scheduled date simply because no quorum is present would postpone the aims and objectives of the Committee and cause inconvenience for those members who are able to attend.

Consequently, a Committee meeting may proceed without a quorum. Decisions or recommendations made by the Committee must note that the meeting proceeded without the presence of a quorum and record the number of members who were in attendance at the meeting. This will ensure that the business of the Committee is not unnecessarily delayed. The Committee may always determine to cancel a meeting or not proceed if no quorum is present, but it is not required to do so.

Four (4) members form a quorum in a committee comprised of seven (7) members.

### **Chair and Vice-Chair**

A Chair and Vice-Chair shall be elected by the Committee at the first regular meeting.

### **Role of Chair and Vice-Chair**

The Chair serves as the Committees spokesperson. The Chair generally oversees the functions, duties and responsibilities of the Committee and presides over Committee meetings and functions. The Chair provides leadership, builds consensus and liaises with the CAO and staff resources. The Chair ensures that meetings are carried out with proper decorum, courtesy and respect.

The role of Vice-Chair is equally important. In the event that the Chair is unavailable or the position is vacant, the Vice-Chair undertakes to perform the roles, duties and responsibilities of the Chair. In the event that the Chair is unable to attend meetings or respond to member concerns, the Vice-Chair is equally charged with this responsibility and will take the place of the Chair for these purposes.

### **Role of Members**

Generally, members are required to attend and participate in meetings and other business of the Committee; maintain confidentiality of certain information provided to them in their capacity as members; and make a commitment to working in a professional and constructive manner with their colleagues on the Committee. **Members who miss two (2) or more consecutive meetings without consultation with the chair shall no longer be considered an active member of the Committee and the process to recruit a new member will commence.**

Members are expected to use objective and unbiased judgment; and be open-minded and respectful of the opinions and views of others.

### **Voting**

The goal of the Committee is to reach consensus on all issues. However, recognizing that a consensus is not always possible, where a consensus is not reached, decisions shall be determined on the basis of a majority vote. Each member will receive one (1) vote, including the Chair. In order for a motion to pass, the motion must receive a majority support of the members present. If a vote is tied, the motion is defeated.

Once the Committee has made a decision on an issue, that decision is deemed the final position of the Committee and the Chair has the responsibility to bring that position forward, regardless if the Chair personally supported the decision.

Any decisions made by the Committee in the absence of a quorum, shall be ratified by a quorum at the next meeting.

### **Public Access and Delegations**

All meetings are open to observation by the general public. Notice of meetings shall be posted on the public notice board at the front entrance to the Mountain View County municipal hall and posted on the County website.

In certain limited cases it would be inappropriate for the public to have access to confidential or sensitive information. Matters deemed to be confidential or sensitive in nature shall be dealt with in-camera and closed to the public.

### **Resources**

To assist the Economic Growth Node (South Carstairs) Area Structure Plan Steering Committee in reaching their goals and objectives, the County has provided staff resources to assist in the administration and operation of the Committees.

The role of staff and/or the consultant is to provide secretarial support; advisory and procedural support; serve as resource persons; and support to members.

Secretarial support includes the taking of minutes, the distribution of the agenda and other duties requested.

Advisory and procedural support includes technical expertise that may be required; and advice on committee policies and procedures.

Membership support includes the booking of meeting facilities and any additional resources required by the Committee from time-to-time.

### **Committee Records**

The staff and/or the consultant shall prepare and distribute a meeting agenda prior to each meeting.

Meeting minutes shall be recorded for each meeting and distributed to each member with the next meeting's Agenda or under separate cover. Minutes are an impartial account of business accomplished at a specific meeting and recorded in a straight forward narrative style. Meeting minutes generally record topics discussed, motions taken and information received.

Minutes do not record:

- Personal opinion of commentary.
- Direct transcripts of meeting dialogue or conversation.
- Discussion of motions.

### **Public Communications from the Committee**

Free and open communication among Committee members and staff is necessary and encouraged for the effective operation of the Committee. Open debate and discussion help Committee members raise issues and creative ideas, and reach sound decisions. Open communication with staff allows staff to fully understand the views of the Committee members and the different perspectives that are brought to the table. Committee members serving as a representative for a particular organization or group are encouraged to communicate back to their organization any concerns that are raised at the committee meetings and should not hesitate to bring forward to the Committee, any ideas and comments from their organization.

A decision made or position taken by the Committee is the position that should be represented by all Committee members when representing the Committee. When a member is representing the Committee and its position, it is the majority will of the Committee that should guide one's comments, rather than the personal views of the member. In answer to questions, where a member does not agree or support a majority position on an issue, the Committee member may clarify his or her position on that issue by indicating that, *"although I do not speak for the Committee on this issue, my personal or professional opinion is ..."*

Further, if a Committee member wishes to present his or her own personal opinion, or the opinion of an organization to which he or she belongs, the member should indicate clearly that his or her presentation is not representative of the Committee's position, but rather is a reflection of his or her personal or organizational position.

## Committee Procedures

Staff and/or the consultant will prepare and distribute agendas to committee members. Meetings will adhere to the agenda.

The agenda will record the place, date and time of the meeting. The format of the agenda will be as follows:

1. **CALL TO ORDER**
2. **AGENDA**
3. **ADOPTION OF PREVIOUS MINUTES**
4. **BUSINESS ARISING OUT OF PREVIOUS MINUTES**  
4.1
5. **DELEGATIONS**  
5.1
6. **OLD BUSINESS**  
6.1
7. **NEW BUSINESS**  
7.1
8. **CORRESPONDENCE**  
8.1
9. **CONFIDENTIAL ITEMS**  
9.1
10. **ADJOURNMENT**

### Minutes

Minutes of each meeting will be recorded in the following format:

The minutes will record the place, date and time of meeting.

1. **PRESENT**
2. **IN ATTENDANCE**
3. **CALL TO ORDER**
4. **AGENDA**
5. **ADOPTION OF PREVIOUS MINUTES**
6. **BUSINESS ARISING OUT OF PREVIOUS MINUTES**  
6.1
7. **DELEGATION**  
7.1

**8. OLD BUSINESS**

8.1

**9. NEW BUSINESS**

9.1

**10. CORRESPONDENCE**

10.1

**11. CONFIDENTIAL ITEMS**

11.1

**12. ADJOURNMENT**