

## **Steering Committee Terms of Reference Bergen Area Structure Plan Review**

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

---

### **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 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 purpose of a municipality is to provide responsible governance; develop and maintain safe and viable communities; well-being of the environment; foster economic development; 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.

Establishing Committees of Council Bylaw No. 13/23 applies to the Steering Committee and any additional guidance included in this Terms of Reference.

### **GOALS AND OBJECTIVES**

The goal of the Bergen Area Structure Plan Review Steering Committee is to assist in the update of the current Bergen Structure Plan (Bylaw No. 03/15), 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."*

### **PURPOSE AND CRITERIA**

The role of the Steering Committee is to:

- a. review and monitor the work, to ensure that the objectives and policies of the Municipal Development Plan, the regulations of the Land Use Bylaw and other County documents, which may have an impact to the Bergen Area Structure Plan Review, are achieved;
- b. ensure that an open public participation process is followed;

- c. collaborate with Council, public and staff, to ensure stakeholder input and to review information;
- d. provide regular progress reports to Council; and
- e. recommend amendments to the Plan to Council for adoption.

The success of the 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, collaboratively 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’s accomplishments.

#### **COMPOSITION**

The members are appointed by the Council of Mountain View County and the Committee will consists of at least seven (7) members:

- Three (3) Council members;
- One (1) Bergen Community Association member; and
- Three (3) public members from the Bergen ASP area.

#### **TERM**

Members are appointed for the duration of the Committee. The Committee will dissolve at the time Council adopts the new Bergen 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 appoint 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, to deal with important or necessary issues before the next scheduled Committee meeting.

#### **REMUNERATION**

Members will be paid a per diem and mileage rate as established by Council.

#### **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.

### **CHAIR AND VICE-CHAIR**

A Chair and Vice-Chair, for the term of the Review, 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 the 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 are expected to use objective and unbiased judgment; and be open-minded and respectful of the opinions and views of others.

The Code of Ethics and Conduct for Committee Members included in Schedule "A" of the Establishing Committees of Council Bylaw No. 13/23 shall be signed by each member.

### **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 or not 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 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 Bergen Area Structure Plan Review Steering Committee in reaching their goals and objectives, the County has provided staff resources to assist in the administration and operation of the Committee.

The role of staff is to provide administrative support; advisory and procedural support and serve as resource support to members.

Administrative support includes the booking of meetings, taking of minutes, the distribution of agendas and other duties requested.

Advisory and procedural support includes technical expertise that may be required and available to staff.

### **COMMITTEE RECORDS**

The staff 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, creative ideas, and reach sound decisions. Open communication with staff allows administration 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 shall 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 shall 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 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, time of meeting as well as any motions made by the Committee.

1. CALL TO ORDER
2. PRESENT
3. IN ATTENDANCE
4. AGENDA
5. ADOPTION OF PREVIOUS MINUTES
6. DELEGATION  
6.1
7. BUSINESS ARISING OUT OF PREVIOUS MEETINGS  
7.1
8. OLD BUSINESS  
8.1
9. NEW BUSINESS  
9.1
10. CORRESPONDENCE  
10.1
11. CONFIDENTIAL ITEMS  
11.1
12. ADJOURNMENT