



# Horseshoe Canyon Focus Group

## General Terms of Reference

### Name

This Committee shall be known as: The Horseshoe Canyon Focus Group.

### Purpose and Scope

The purpose of the Committee is to assist with and make recommendations to Kneehill County Council on matters relating to Horseshoe Canyon, which will help guide future initiatives through the review of the Horseshoe Canyon Masterplan and its key recommendations as well as supporting documents and data.

### Mandate

In order to fulfill its purpose, the Committee will play a vital role in:

1. Developing an understanding of the current situation
2. Assisting in prioritizing next steps and future initiative and/or projects, etc. to Kneehill County Council
3. To engage stakeholder opinions regarding opportunities and concerns related to initiatives in or around the Canyon.

### Process

Committee Members will participate in three (or four as required) sessions which will be clearly defined by the Third-Party Consultant, though may follow the below general format and ideas:

#### Session #1: Building Common Ground

- Walk group through background
- Highlight challenges, features and opportunities
- Overview of Horseshoe Canyon Masterplan and other supporting documents

#### Session #2: Next steps

- Identify what is truly needed for opportunities and/or barriers and constraints
- Prioritize next steps
- Develop a stakeholder engagement process

#### Session #3: Recommendations

- Identify recommendations for Council consideration for next steps to be taken at Horseshoe Canyon.

## **Delegated Authority**

The Committee is an advisory committee to Kneehill County and does not have any delegated authority.

The Committee has no authority to direct staff. Any recommendations requiring implementation, reports or staff action must first be considered by Kneehill County Council before any action by staff may be taken.

## **Committee Composition and Rules of Procedure**

The membership of the Committee will be comprised of:

- Reeve and/or Deputy Reeve (1or2)
- Members at Large (5)
- Key Stakeholders (3)
- Kneehill County Administration in an advisory capacity (1-2)

Additional members may only be appointed to the Committee from time to time by Kneehill County Council. Only the non-administrative members of the Committee may vote on any issue or recommendation for action. All members at large of the Committee will be appointed by Kneehill County Council.

## **Term of Office**

All members of the Committee will participate from a targeted date of October 1 ending tentatively February 1, 2021.

## **Lead Department/Reporting Relationship**

The group will be facilitated through a third-party consultant. Representatives from various departments may attend as required to provide technical or professional information.

## **Committee Remuneration**

Committee members will serve with remuneration in accordance with Council policy.

## **Quorum/Meeting Prerequisite**

Quorum for the Committee shall be a simple majority of the members of the Committee but at no time less than (4) members.

## **Meeting Schedule and Location**

The Committee will be responsible for establishing meeting dates. Additional meetings may be determined by the committee. The Committee may cancel any meeting. Meetings of the Committee shall not conflict with other regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. If a member other than the Reeve or Deputy Reeve have been absent for two consecutive regularly scheduled meetings and has

failed to advise Kneehill Administration in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

### **Staff Resources**

Recording Secretary assistance to the Committee will be provided by Kneehill County Administration and other staff as required.

### **Reporting**

Minutes of all Committee meetings will be provided to Council for information. Subsequently any recommendations will be presented to Council for consideration.

***These Terms of Reference for the Committee are established by Kneehill County Council and can only be altered by Council.***