

SEP 30 2019

ITEM: 11.3.1 C2019-1263

DISTRIBUTION

CITY CLERK'S DEPARTMENT

C2019-1263
ATTACHMENT 1



Green Line LRT Project Committee
Terms of Reference

1. Establishment

The Green Line LRT Project Committee ("Green Line Committee") was established by Council on 2019 September 30 after considering C2019-1263 titled "Green Line Committee of Council".

2. Mandate

The Green Line project is the largest capital project that The City has ever undertaken. The vision for the Green Line LRT Project, developed with thousands of Calgarians, is a transit service that improves mobility in existing communities in north and southeast Calgary connecting people and places and enhancing the quality of life in the city. Currently the City of Calgary has funding approved for Stage 1 of the ultimate 46km Green Line. The Green Line Committee will receive reports related to both Stage 1 and future stages of the Green Line LRT project.

Currently, the Green Line Project Team is providing reports on various topics to Council through the SPC on Transportation and Transit, the SPC on Community and Protective Services, the SPC on Utilities and Corporate Services, the SPC on Planning and Urban Development, the Priorities and Finance Committee, and the Audit Committee. Council has decided that it would be more efficient and effective to establish one Committee to specifically consider all Green Line LRT Project-related reports with the exception of reports falling within the mandate of the SPC on Utilities and Corporate Services and the Audit Committee. Therefore, the Green Line Committee will:

- Receive quarterly reports from the Green Line Project Team;
- Receive quarterly reports from the Green Line Technical and Risk Committee;
- Receive various technical, financial, and risk update reports from the Green Line Project Team;
- Refer reports to the SPC on Transportation and Transit if the Green Line Committee members determine that public input is required; and
- Provide recommendations to Council.

Note the Green Line Committee will not receive, recommend or consider any audit-related or land matters related to the Green Line LRT Project.

3. Reports To

The Green Line Committee reports to Council annually or as needed.



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4. Composition

The Green Line Committee consists of:

- The Chair of the SPC on Transportation & Transit
- The Chair of the SPC on Planning and Urban Development
- The Chair of the SPC on Community and Protective Services
- Two (2) Members of Council

5. Quorum

Quorum will be established as greater than 50% of members, that is, three (3) members.

6. Term

Council members will be appointed to the Green Line Committee at Council's Annual Organizational Meeting for one-year terms expiring on the day of Council's next Organizational Meeting of Council or by a resolution of Council.

7. Chair

The Chair and Vice-Chair will be appointed at Council's annual Organizational Meeting.

8. Meetings

Green Line Committee will meet monthly. The Green Line Committee will meet at the call of the Chair in compliance with the provisions of section 195, 196 and 197 of the *Municipal Government Act* with respect to notice. Meetings will occur in the Municipal Complex. Meetings may be cancelled by the Chair.

Meetings are open to the public. Green Line Committee, by majority vote, will decide when it is appropriate to meet in closed session and will give reasons for doing so. The confidentiality of Closed meetings will comply with the applicable provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

9. Meeting Support

The City Clerk's Office will provide legislative services for the Green Line Committee in accordance with Council Policy CP2016-03, *Governance and Appointments of Boards, Commissions and Committees*.



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City Administration will act as a resource to the Green Line Committee. Administration will be responsible for drafting reports and recommendations to Green Line Committee.

10. Governance

- a) The Green Line Committee shall act in accordance with Council Policy CP2016-03, *Governance and Appointments of Boards, Commissions and Committees* and *Procedure Bylaw 35M2017* as amended.
- b) Any records submitted to the Green Line Committee is governed by the applicable provisions of the *Municipal Government Act (Alberta)* and the *Freedom of Information and Protection of Privacy Act (Alberta)*.
- c) The Green Line Committee members and any attending members of Council will act in accordance with the *Municipal Government Act (Alberta)*, Bylaw 26M2018 *Code of Conduct for Elected Officials* or Council Policy CC045, *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees* as appropriate to the position held and any other relevant Council Policies and in the best interest of The City taking into account the city as a whole, and without regard to the member's personal interests. They will consider all issues consistently and fairly, and in the light of all relevant facts, opinions and analysis of which the member should be reasonably aware. In addition, all members will endeavor to incorporate the following Guiding Principles into the oversight and guidance they provide regarding the mandate delivery of the Green Line Committee:
 - Accountability
 - Citizen-centric
 - Diversity
 - Inclusion and authentic
 - Neutrality
 - Respect
 - Responsive and committed
 - Timeliness
 - Transparency