



GREEN LINE 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 program 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 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 had 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; and~~
- ~~• Provide recommendations to Council.~~

As per recommendation 13 in GC2020-0583 – Green Line Update Stage 1, Council directed that the Green Line Committee’s focus to shift to planning for Stage 2 of the Green Line (the balance of 160 Avenue N to Seton). There would be an emphasis on North Central Calgary and the creation of a flexible and convertible mobility corridor in preparation for LRT that accommodates BRT and transit-on-demand as interim options until full funding for LRT can be secured. It would also include LRT and Transit-Oriented-Development planning, with the goal of improving transit in North Central Calgary in both the short and long term. Outstanding planning elements of Segment 2A and 2B will also be reported to the Green Line Committee as directed in recommendation 4 and 6.

Commented [KA1]: Not specifically related to the mandate of the Green Line Committee – this will be captured in the cover report.



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In addition to the Green Line Committee, the Green Line Board was set up to focus on delivering Stage 1 with a different mandate described below. - The Green Line Board is separate from the Green Line Committee.

As per GC2020-0772 – Green Line Board, and Bylaw Number 21M2020, the mandate of the Green Line Board is to use its collective expertise to govern and oversee the successful delivery of the program, and to carry out Council direction provided to administration and to the Board related to delivery of the program.

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.

4. Composition

The Green Line Committee consists of:

- The Mayor
- The Chair (or Committee Member designate) of the SPC on Transportation and Transit
- The Chair (or Committee Member designate) of the SPC on Planning and Urban Development
- The Chair (or Committee Member designate) of the SPC on Community and Protective Services
- The Chair (or Committee Member designate) of the SPC on Utilities and Corporate Services
- Two (2) Members of Council

5. Quorum

Quorum will be established as greater than 50% of members, that is, four (4) members. In the event a Committee Member designate is unable to attend a meeting, that committee chair shall count towards quorum.

6. Term

Council members, including Committee Member designates, will be appointed to the Green Line Committee at Council's Annual Organizational Meeting for one-year terms



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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 ~~are will be~~ appointed ~~by at~~ Council's ~~at its~~ 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 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*.

8.1 Public ~~Participation~~ Input During Meetings

The Chair of the Green Line Committee ~~in consultation with Administration~~ will determine, prior to the publication of ~~the Agenda, which items, if any, require public participation. This will be noted in the public Agenda. a meeting agenda, whether it would be desirable for the Committee to seek public input on certain items.- This will be noted in the published agenda.~~

The Committee may, by majority vote, require an item to have public ~~participation~~ input at the following Committee meeting.

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*.

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.



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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~~are governed by the applicable provisions of the *Municipal Government Act* (Alberta) and the *Freedom of Information and Protection of Privacy Act* (Alberta).
- ~~e)~~The Green Line Committee members and any attending members of Council will act in accordance with the *Municipal Government Act* (Alberta), *Bylaw 28M2018 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 members 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~~

~~Adopted, as amended, by Council on 2019 September 30 (C2019-0163)
Amended by Council on 2019 October 28 (Organizational Meeting)
Amended by Council on 2020 January 13 (GC2019-1591)~~

Commented [KA2]: Removed due to duplication – Guiding principles are included in the Appendix and were approved by Council via GC201901591.

Commented [KA3]: Update if new version is adopted by Council.



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Appendix: Guiding Principles

The Green Line Committee has the following Guiding Principles and Goals:

1. Guide the Green Line project in achieving the Project Vision and Outcomes for Calgarians.
2. Promote fiscal responsibility so that the Green Line project optimizes costs to residents and businesses, considers life cycle costs and demonstrates value for money.
3. Consider and respect public input received with the continued objective of being responsive to community values and concerns.
4. Maintain accountability by following project management best practices.
5. Focus governance and oversight on the following project goals:
 - a) Safety – achieve industry standards in protecting employee and public safety
 - b) Stakeholders – effective and responsive communication and outreach with affected stakeholders
 - c) Regulatory – compliance with all permits, laws and regulations
 - d) Environment – minimize environmental impacts arising from construction and operation of the system
 - e) Schedule – deliver project on target to meet in-service date expected by public, stakeholders and funding partners
 - f) Cost – deliver project within the approved control budget
 - g) Risk – support the creation of a risk aware, commercially and technically competent delivery team

Green Line Project Vision:

A city-shaping transit service that improves mobility in communities in north and southeast Calgary, connecting people and places and enhancing the quality of life in the city.

Outcomes for Calgarians

A transit service that:

1. Improves mobility by providing a frequent, reliable, and affordable service.
2. Contributes to an efficient transportation network that promotes transportation choice and reduces congestion, travel times and greenhouse gases.
3. Enhances connectivity between people and places including connections to the broader transit network.
4. Creates a positive transportation experience – safe, accessible, comfortable and convenient.
5. Contributes positively to urban realm, community development and revitalization.
6. Contributes to the vitality of businesses in the community.
7. Protects the environment by enhancing City's environmental stewardship.