



## Harvie Passage Task Force Terms of Reference

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### 1. Authority

The Harvie Passage Task Force (the Task Force) has decision rights to develop a Facility Enhancement Plan and authority to make recommendations to the Community Development Committee of City Council.

Recommendations and decisions are subject to any existing or required Municipal, Provincial and Federal regulatory authorities and the existing Disposition Agreement between The City and Alberta Environment and Parks (AEP); #ELO180007, dated November 1st, 2018.

### 2. Mandate

Oversee the development of a Facility Enhancement Plan that considers safety, access, environmental and operational impacts, and community needs, and that outlines short, medium, and long-term actions and strategies that would improve the experience for all visitors of Harvie Passage, Pearce Estate Park and the adjacent Bow River Pathway.

Make recommendations to the Community Development Committee on potential enhancements through the Facility Enhancement Plan.

The Task Force will be disbanded upon completion of its mandate.

### 3. Specific Responsibilities

- Determine the feasibility and capital requirements of any proposals brought forward related to facility enhancements on and adjacent to Harvie Passage and make recommendations to the Community Development Committee of City Council accordingly.
- Prioritize recommendations, based on the greatest benefit to the greatest number of users considering both on and off-river users and considering the broader City impacts (e.g.: safety, environmental, operational, etc.).
- Coordinate multi-jurisdictional actions to act on its mandate.
- Establish working groups, as required, to effectively meet the Task Force mandate.
- Acknowledge Municipal, Provincial, Federal and non-government roles and responsibilities in the ongoing operations, maintenance management, and potential facility enhancements related to the Harvie Passage and lands surrounding it.
- Share information with respect to legislation, regulations, policies, or operational guidelines, either in place or under development that could directly or indirectly affect the Task Force's mandate.

- Review and comment upon policies affecting the management of Harvie Passage and adjacent lands, to ensure each member of the Task Force is aware of each other's interests.
- Participate in stakeholder meetings, public meetings, and other consultation activities as deemed appropriate by the Chair.
- Provide an update to the Community Development Committee, no later than Q3, 2022.

#### 4. Reports To

The Task Force will report progress to the Community Development Committee of City Council.

#### 5. Composition

The following agencies will be represented on the Task Force. Individuals who are representing should have the authority to make binding decisions on behalf of their agency:

##### Active Voting Members

##### City of Calgary:

- Climate & Environment (Director or designate)
- Parks and Open Space (Director or designate)
- Recreation & Social Programs (Director or designate)
- Calgary Fire Department (Chief or designate)
- Calgary Police Service (Chief or designate)
- Community Strategies (Director or designate)
- Emergency Management & Community Safety (Director or designate)

##### Advisory Members

- Government of Alberta
  - Environment and Parks (Director or designate)
  - Infrastructure (Director or designate)
- Community Planning (Director or designate)
- Calgary River Users Alliance (President and 1 Director)
- Adjacent Communities Associations (President or designate)
- Ward 9 office (designate)
- Other stakeholders as required such as Sport Calgary and the Parks Foundation or other complimentary river users (designates)

The Task Force will consider additional participation, as required, to effectively support the Task Force responsibilities.

A special meeting can be called at the call of the Chair.

## 6. Resources

Each agency will be responsible for its own direct costs associated with the Task Force.

## 7. Term

The Task Force will be disbanded upon completion of its mandate and submission of the report and recommendations to the Community and Development Committee.

## 8. Quorum

Where a decision is required, Quorum will be five (5) voting members, whether in person or via video conference.

Should a voting member not be available, another representative from the same Business Unit or organization, as designated by the active member, may be asked to attend in their place. This member shall have the right to vote if representing a voting member of the Task Force.

## 9. Chair

Chair is Director, Parks and Open Spaces (or designate).

Vice Chair, Director Recreation & Social Programs (or designate).

Planning and preparation of agendas and meeting minutes are the responsibility of the Chair. Prior to meetings, agendas will be circulated to all members; and the Chair will be responsible for ensuring meeting notes/minutes are prepared and circulated no later than one week after the meeting.

## 10. Meetings

The Task Force will meet monthly if possible or at the call of the Chair.

The Active Voting Members of the Task Force will reach decision by consensus with consideration of the feedback and input from the non-voting members.

The meeting minutes will be a record of outcomes of discussions, decisions, and action items, and will be reviewed and approved by the Task Force members.