



Terms of Reference Governance Committee

Authority

The Governance Committee is established by the Board and reports to the Board through the Committee Chair. The Committee Chair shall provide leadership to the Committee members in fulfilling the mandate set out in these Terms of Reference.

Purpose

The purpose of the Governance Committee ("the Committee") is to provide a focus on governance that will enhance the Board's performance.

1. Responsibilities of the Governance Committee

The Governance Committee shall oversee, and provide advice and direction, to the Board in three primary areas:

- i. Board governance and operations
- ii. Finance
- iii. Human Resources.

As well, the Committee will be responsible for such other matters as may be assigned to them from time to time. The Committee Chair shall work with the Chief Officer and the Board Chair in planning Committee meetings and agendas.

2. Governance Duties

With assistance from the Board Chair and the Chief Officer, the Committee shall review and recommend to the Board:

- a. Policies and procedures by which the Board operates
- b. Roles and responsibilities for the Board Chair and Chief Officer
- c. The Terms of Reference for all standing committees.

3. Finance Duties

With assistance from the Board Chair and the Chief Officer, the Committee shall monitor the financial affairs of the Board, including the preparation of financial statements and annual audits, and shall make such reports and recommendations to the Board as it considers appropriate.



4. Human Resources

With assistance from the Board Chair and the Chief Officer, the Committee will monitor and provide direction regarding the Board's human resources policies and practices. In the event of a need to recruit a Chief Officer, the Committee will oversee the recruitment process, and will make a recommendation to the Board for appointment.

5. Committee Membership

The Committee will be comprised of 3 Board members selected by the Board. The Chair will be an "ex officio" member of the Committee.

6. Governance

Voting Structure: Decisions of the Committee will be determined by a simple majority with each member holding a single vote.

Decisions: Decisions of the Committee will form the basis for recommendations to the Board, which will make the final decision on all matters forwarded by the Governance Committee.

Terms of Reference Land Use Committee

Authority

The Land Use Committee is established by the Board and reports to the Board through the Committee Chair. The Committee Chair shall provide leadership to the Committee members in fulfilling the mandate set out in these Terms of Reference.

Goals

To guide the preparation of a Growth Plan for review and approval by the Calgary Metropolitan Region Board. The Growth Plan must contain a comprehensive, integrated regional land-use plan for the Calgary Metropolitan Region. The Growth Plan must be submitted to the Minister of Municipal Affairs no later than January 1, 2021.

Objectives of the Growth Plan

The objectives of the Growth Plan, as stated in Section 8 of the Calgary Region Board Regulation (AR 190/2017), are:

- (a) to promote an integrated and strategic approach to planning for future growth in the Calgary Metropolitan Region,
- (b) to identify the overall development pattern and key future infrastructure investments that would
 - (i) best complement existing infrastructure, services and land uses in the Calgary Metropolitan Region,
 - (ii) best complement the desired scale of development and community visions across the Calgary Metropolitan Region,
 - (iii) best address efficient and cost effective growth and development, and
 - (iv) maximize benefits to the Calgary Metropolitan Region,

(c) to coordinate decisions in the Calgary Metropolitan Region to sustain economic growth and ensure strong communities and a healthy environment, and

(d) to promote the social, environmental and economic well-being and competitiveness of the Calgary Metropolitan Region

Scope/Contents of the Growth Plan

As defined in Section 9 of the Calgary Metropolitan Region Regulation (AR 190/2017), a Growth Plan must include the following:

- (a) population and employment projections;
- (b) the identification of
 - (i) growth areas,
 - (ii) land supply for residential, commercial and industrial purposes,
 - (iii) agricultural lands,
 - (iv) density of development,
 - (v) the development and location of infrastructure, and
 - (vi) corridors for recreation, transportation, energy transmission, utilities and intermunicipal transit;
- (c) policies regarding the planning for corridors for recreation, transportation, energy transmission, utilities and intermunicipal transit;
- (d) policies regarding environmentally sensitive areas;
- (e) policies regarding flood prone areas;
- (f) policies regarding the coordination of infrastructure planning and development among the participating municipalities;
- (g) policies that address new settlement areas;

- (h) policies that address the intensification of existing settlement areas;
- (i) policies regarding the conservation of agricultural lands;
- (j) specific actions to be taken by the participating municipalities to implement the Growth Plan.

The Committee may also consider other aspects with regard to any matter relating to the physical, social or economic development of the Calgary Metropolitan Region, if it feels this will enhance the Growth Plan, recognizing the deadline given by the Regulation.

Resources and Budget

The Committee will be supported by the Chief Officer and the Project Manager – Land Use of the CMRB. Additional resources required to conduct studies, create service inventories, etc. will be made available to the committee as necessary.

Governance

Voting Structure: Decisions of the Committee will be determined by a simple majority

Quorum: There is no requirement for quorum. The Committee will follow the standard set out for the Board in Section 5 (3) of the Regulation

“...if a representative is not present for a vote of the Board, or abstains from voting, the representative is deemed to have voted in the affirmative”

Terms of Reference Intermunicipal Servicing Committee

Authority

The Intermunicipal Servicing Committee is established by the Board and reports to the Board through the Committee Chair. The Committee Chair shall provide leadership to the Committee members in fulfilling the mandate set out in these Terms of Reference.

Goals

To guide the preparation of a Servicing Plan for recommendation to, and approval by, the Calgary Metropolitan Region Board. The Servicing Plan must be submitted to the Minister of Municipal Affairs within 3 years of the establishment of the Board.

Objectives of the Servicing Plan

The objectives of the Servicing Plan as outlined in Section 15 of the Calgary Metropolitan Region Board Regulation (AR 190/17) are as follows:

- (a) to identify the services required to support the goals of, and to implement, the Growth Plan;
- (b) to support the optimization of shared services to enhance use of ratepayer dollars;
- (c) to facilitate orderly, economical and environmentally responsible growth in the Calgary Metropolitan Region.

Contents of the Servicing Plan

As defined in Section 16 of the Calgary Metropolitan Region Board Regulation (AR 190/2017), the Servicing Plan must include the following:

- (a) list the servicing required to support the development outlined in the Growth Plan, which may include
 - (i) transportation, including regional transit,
 - (ii) water, waste water and storm water,

- (iii) solid waste,
- (iv) emergency services, and
- (v) any other services, identified by the board which benefit residents in more than one of the municipalities that are parties to the Servicing Plan,
 - (b) for services to be provided on an intermunicipal basis, outline how each service will be
 - (i) intermunicipally delivered, including which municipality will lead delivery of the service, and
 - (ii) intermunicipally funded,
 - (c) set the timeframe for implementing services to be provided on an intermunicipal basis,
 - (d) contain any other matters necessary to support the growth plan, and
 - (e) contain any other matter the Minister considers appropriate.

Resources and Budget

The Committee will be supported by the Chief Officer and the Project Manager – Services of the CMRB. Additional resources required to conduct studies, create service inventories, etc. will be made available to the committee.

Governance

Voting Structure: Decisions of the Committee will be determined by a simple majority.

Quorum: There is no requirement for quorum. The Committee will follow the standard set out for the Board in Section 5 (3) of the Regulation

“...if a representative is not present for a vote of the Board, or abstains from voting, the representative is deemed to have voted in the affirmative.”