

**Calgary Metropolitan Region Board**  
**UPDATED Agenda – September 17, 2021**  
**12:00 PM-3:00 PM**  
**Go-To Meeting/Call-In**

**\*Meetings are recorded and live-streamed\***

*CMRB Admin will utilize the recording function on GoToMeeting as a backup recording in case an internet connection is lost and CMRB's YouTube account is unable to record the meeting. When the recording function is enabled, you will hear an audio prompt notifying that the meeting is being recorded.*

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|----|---|--------------------|
| 1. | Call to Order & Opening Remarks   | Clark              |
| 2. | Adoption of Agenda<br><b>For Decision:</b> Motion to adopt and/or revise the agenda   | All                |
| 3. | Adoption of Minutes (Attachment)<br><b>For Decision:</b> Motion that the Board review and approve the Minutes of the September 10, 2021, meeting  | All                |
| 4. | IREF Application 2021-18 (Attachment)<br><b>For Decision:</b> Motion that the Board approve IREF Application 2021-18 the Rocky View County Bears paw Area Structure Plan Amendment (Ascension Conceptual Scheme)  | Copping            |
| 5. | Terms of Reference Update (Attachment)<br><b>For Decision:</b> Motion that the Board approve the draft Terms of Reference for the Governance Committee and the Land Use and Servicing Committee   | Copping<br>/Graves |
| 6. | Advocacy Committee (Attachment)<br><b>For Decision:</b><br>a) Motion that Board dissolve the Advocacy Committee; and<br>b) Motion that the Board direct CMRB Administration to add a standing agenda item to Board meeting agendas whereby Board members may raise opportunities for advocacy for discussion by the Board, and direct CMRB Administration to create ad hoc working groups whose membership shall be determined by the Board, when necessary | Copping            |
| 7. | Roundtable<br>i. GOA Update Verbal<br>ii. National Day for Truth & Reconciliation Verbal  | Beesley            |
| 8. | Next Meeting: Board Orientation Friday December 3, 2021   |                    |
| 9. | Adjournment   | Clark              |

### **Delegates in Attendance**

Mayor Peter Brown – City of Airdrie  
Mayor Naheed Nenshi/Councillor Gian-Carlo Carra – City of Calgary  
Mayor Marshall Chalmers – City of Chestermere  
Mayor Jeff Genung – Town of Cochrane (Vice Chair)  
Reeve Suzanne Oel – Foothills County  
Mayor Craig Snodgrass – High River  
Councillor Ed Sands - Town of Okotoks  
Reeve Dan Henn – Rocky View County  
Mayor Pat Fule – Town of Strathmore  
Reeve Amber Link – Wheatland County  
Dale Beesley - Municipal Affairs

### **CMRB Administration:**

Greg Clark, Chair  
Jordon Copping, Chief Officer  
Liisa Tipman, Project Manager–Land Use  
Jaime Graves, Project Manager–Intermunicipal Servicing  
Shelley Armeneau, Office Manager  
JP Leclair, GIS Analyst

### **1. Call to Order & Opening Comments**

The meeting was called to order at 9:00 AM. Chair Clark welcomed back the Board after the summer break. He noted that he and Chief Officer Jordon Copping met with many member municipalities over the summer, and that he enjoyed travelling through the Region. He also noted that a decision was made to go back to virtual meetings this month due to the increase in COVID-19 cases.

### **2. Approval of Agenda**

**Moved by** Reeve Henn **Seconded by Mayor** Nenshi, accepted by Chair.

M 2021-109

**Motion:** That the Board approve the agenda of the September 10, 2021 meeting, reversing the order of items 4 and 5.

**Motion carried unanimously.**

### **3. Review and Approve Minutes**

**Moved by** Mayor Brown **Seconded by** Reeve Henn, accepted by Chair.

M 2021-110

**Motion:** That the Board approve the Minutes of the July 23, 2021 meeting.

**Motion carried unanimously.**

#### 4. Challenge to IREF Application 2021-13

**Moved by** Reeve Henn, **Seconded by** Reeve Oel, accepted by Chair.

M 2021-111

**Motion:** That the Board approve IREF Application 2021-13 the Bearspaw Area Structure Amendment (Ascension Conceptual Scheme).

**Motion Arising:**

**Moved by** Reeve Henn, **Seconded by** Mayor Nenshi, accepted by Chair.

M 2021-112

Motion that the Board table discussion on IREF application 2021-13 the Bearspaw Area Structure Plan (Amendment Ascension Conceptual Scheme) until September 17, 2021.

**Motion carried unanimously.**

**Motion Arising**

**Moved by** Mayor Nenshi, **Seconded by** Reeve Henn, accepted by Chair.

M 2021-113

Motion that if the Bearspaw Area Structure Plan (Amendment Ascension Conceptual Scheme) is resubmitted with amendments as a new IREF application, then the Board waive the standard 28-day review period following CMRB Administration's recommendation and discuss and vote on the IREF application at the September 17, 2021 meeting of the Board.

**Motion carried unanimously.**

#### 5. Challenge to IREF Application 2021-11

Presentations were made by the City of Calgary and Rocky View County. Time was allotted for questions and debate. The Board discussed tabling the application, however the mover of the motion was not amenable to this.

**Moved by** Reeve Henn **Seconded by** Reeve Oel, accepted by Chair.

M 2021-114

**Motion:** That the Board approve IREF Application 2021-11 the Rocky View County Central Springbank Area Structure Plan Amendment (Hwy 1/Old Banff Coach Rd)

**Motion Fails**

#### 6. Q2 Actuals

**Moved by** Mayor Brown **Seconded by** Reeve Henn, accepted by Chair.

M 2021-115

**Motion:** That the Board review and receive for information the 2021 Q2 Actuals.

**Motion carried unanimously.**

## 7. Post Growth Plan Priorities – Board Survey Results

The Board extensively discussed the survey results, and whether a decision should be made on workplans prior to the upcoming municipal elections. Questions were answered relating to CMRB Administration capacity and whether input from member municipality administrations would be needed.

The following amending motion was made to the motion in the agenda:

M 2021-116

**Proposed Motion:**

**Moved by** Reeve Henn **Seconded by** Reeve Link, accepted by Chair.

**Motion:** That the Board direct Administration to create workplans, including preliminary budget estimates, for consideration by the Board no later than Q4 2021 for the following workstreams: Regional Economic Development; and Sub-regional Water and Wastewater Governance.

An amendment to the proposed motion was put forward:

M 2021-117

**Amendment to Motion:**

**Moved by** Mayor Nenshi **Seconded by** Councillor Sands, accepted by Chair.

**Motion:** That the Board direct Administration to create workplans, including preliminary budget estimates, for consideration by the Board no later than Q4 2021 for the following workstreams: Regional Economic Development; Sub-regional Water and Wastewater Governance; Watershed Protection; and Regional Transportation and Transit Planning.

**The Board voted on the amendment to the Motion. Motion Passed.**

**The Board then voted on the Amended Motion. Motion Failed.**

M 2021-118

**Motion Arising:**

**Moved by** Reeve Oel **Seconded by** Mayor Brown, accepted by Chair.

**Motion:** That the Board direct CMRB Administration to postpone item 7 until after the municipal elections and until after a response has been received from the Minister of Municipal Affairs on the Growth and Servicing Plans, and to allow for robust conversations on the topic to be undertaken by the Board members.

**Motion carried.**

## 8. 2022 Budget

Jordon Copping presented this item and answered questions. A request was made by a member to note in the minutes that the consultant work sheet for the

2022 Budget is not binding, but rather preliminary in nature to give a sense of scope for the 2022 Budget.

Councillor Carra stepped in for Mayor Nenshi.

**Moved by** Mayor Chalmers, **Seconded by** Mayor Brown, accepted by Chair.

M 2021-119

**Motion:** That the Board approve the proposed CMRB 2022 Budget.

**Motion carried unanimously.**

#### 9. Policy on Closed Sessions

**Moved by** Mayor Brown, **Seconded by** Mayor Genung, accepted by Chair.

M 2021-120

**Motion:** That the Board approve the Policy on Closed Sessions

**Motion carried unanimously.**

#### 10. Indigenous Engagement

**Moved by** Mayor Genung, **Seconded by** Councillor Carra, accepted by Chair.

M 2021-121

**Motion** that:

- a) The Board direct the Chair and Chief Officer to work with Indigenous Nations and communities to determine how they would like to engage with the CMRB and report back to the Board with a progress update in Q1 of 2022.
- b) The Board authorize Administration to retain Anne Harding to assist in the engagement efforts of the CMRB, and that this contract not exceed \$15,000.

**Motion carried unanimously.**

#### 11. Appointment of Auditor

**Moved by** Mayor Chalmers, **Seconded by** Mayor Brown, accepted by Chair.

M 2021-122

**Motion:** That the Board approve the extension of the audit contract with AVAIL LLP Chartered Professional Accountants for three years, ending after audit 2023 is complete.

**Motion carried unanimously.**

Jordon advised at the Governance Committee a member requested that the search for an auditor go out for bid after audit 2023.

**12. COVID Update**

Dale Beesley provided a brief COVID-19 update and answered questions. Board members requested Dale bring forward to the Minister of Municipal Affairs the following issues: concerns over lack of frequent COVID-19 updates, increased ambulance wait times, and money for front line positions.

**13. Roundtable**

**14. Next Meeting**

Friday September 17, 2021.

**15. Adjournment at 12:10 PM.**

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Greg Clark, Chair

<b>Agenda Item</b>	<b>4</b>
<b>Submitted to</b>	<b>Board</b>
<b>Purpose</b>	<b>For Decision</b>
<b>Subject</b>	<b>IREF Application 2021-18</b>
<b>Meeting Date</b>	<b>September 17, 2021</b>

*That the Board APPROVE IREF Application 2021-18, the Rocky View County Bears paw Area Structure Plan amendment to provide for the Ascension Conceptual Scheme*

**Summary**

- On July 29, 2021, CMRB Administration recommended approval of IREF Application 2021-13.
- CMRB Administration received one challenge to Application 2021-13 from the City of Calgary to its recommendation of approval and one letter of concern from the Town of Cochrane. In accordance with CMRB IREF procedures, IREF Application 2021-13 was brought to the September 10, 2021 Board meeting.
- At the September 10 Board meeting, IREF Application 2021-13 was tabled until September 17, 2021 by a motion of the Board to allow Rocky View County and the City of Calgary further opportunity to resolve outstanding areas of concern.
- On September 14, Rocky View County Council approved five amendments to the Ascension Conceptual Scheme to acknowledge an agreement reached between Rocky View County and the City of Calgary around cost sharing. Further details can be found in the CMRB Administration recommendation below. On September 14, Rocky View County withdrew IREF application 2021-13.
- On September 15, IREF Application 2021-18 was submitted to CMRB Administration for review which includes a redline version of the Ascension Conceptual Scheme identifying the Council-approved amendments. A notification of IREF application 2021-18 was also circulated to the Board, and administrations. As approved by the Board at the September 10, 2021 meeting, the IREF review process for review of IREF application 2021-18 has been expedited.
- The proposed amendments have been reviewed by CMRB Administration for consistency with the Interim Growth Plan. An updated recommendation is attached below.

**Attachments**

- IREF Application 2021-18 [Rocky View County Bearspaw Area Structure Plan Amendment \(Ascension Conceptual Scheme\)](#)
- CMRB Administration Recommendation
- For information, all materials related to [IREF Application 2021-13](#), which has been withdrawn, can be found on the CMRB website
- Additional supporting materials for IREF application 2021-18 can be found on the CMRB website [2021-18 — CMRB \(calgarymetroregion.ca\)](#)



**Interim Regional Evaluation Framework (IREF)  
CMRB Administration Recommendation**

<b>Member Municipality</b>	<b>Rocky View County</b>
<b>Application Name</b>	<b>Bearspaw Area Structure Plan Amendment to provide for the Ascension Conceptual Scheme</b>
<b>IREF Application Number</b>	<b>2021-18</b>
<b>Type of Application</b>	<b>Area Structure Plan Amendment</b>
<b>Municipality Bylaw #</b>	<b>C-7991-2020</b>
<b>Date of Complete Application</b>	<b>September 15, 2021</b>
<b>Date Application Circulated</b>	<b>September 15, 2021</b>
<b>Date of CMRB Administration Recommendation</b>	<b>September 16, 2021</b>

**CMRB Recommendation**

That the Board **APPROVE** IREF Application 2021-18, the Rocky View County Bearspaw Area Structure Plan amendment to provide for the Ascension Conceptual Scheme, with an advisement.

- IREF Application 2021-18 is a proposed amendment to the Bearspaw Area Structure Plan to provide for the Ascension Conceptual Scheme. The plan area contains approximately 113 ha (278 ac) of land.
- The Ascension Conceptual Scheme provides a framework for the development of predominately single-detached residential units with multi-residential units located within walking distance of a larger retail/commercial area (the "Market Place").
- An ASP amendment for the Ascension Conceptual Scheme was previously submitted as IREF application 2021-13. IREF Application 2021-13 was recommended for approval by CMRB Administration and that recommendation was challenged by the City of Calgary during the Board review process.
- Following discussions between Rocky View County, the City of Calgary, and the developer proponent, Rocky View County Council approved changes to the Conceptual Scheme intended to address the concerns raised by the City of Calgary. As such, Rocky View County has withdrawn IREF Application 2021-13 and submitted IREF Application 2021-18 in its place.
- Changes to the Conceptual Scheme include additional policies for transportation, stormwater, recreation and community services, and transit (see further details below). A redline version of the Conceptual Scheme was provided as part of the IREF application.
- CMRB Administration has reviewed the changes to the proposed Ascension Conceptual Scheme for consistency with the Interim Growth Plan. Given the timing of the municipal election, and the fact that 2021-13 had a third party review, CMRB Administration has not requested a third party review.
- CMRB Administration finds IREF Application 2021-18 to be consistent with the principles and policies of the IGP and Section 6.0 of the IREF and recommends the application for approval.

**Agenda Item 4i Attachment**

**Attachment**

- [IREF Application 2021-18 materials](#)
- [IREF Application 2021-13 materials](#)

## 1.0 Background

Rocky View County has submitted an Interim Regional Evaluation Framework (IREF) application for an amendment to the Bearspaw Area Structure Plan. The purpose of the amendments is to provide for the Ascension Conceptual Scheme (the Conceptual Scheme), Rocky View County Bylaw C-7991-2020, which is being appended into the existing Bearspaw Area Structure Plan.

The Bearspaw ASP amendment (Ascension Conceptual Scheme) was submitted to the CMRB through IREF under Section 4.1(c) which requires municipalities to refer “All amendments to MDPs, IDPs, ARPs and ASPs proposing employment areas and/or 50 or more new dwelling units” to the Board. The Conceptual Scheme is a framework for the development of approximately 883 residential dwelling units and a retail/commercial area that is approximately 19 hectares (48 acres) in size.

The Ascension Conceptual Scheme was previously submitted as IREF Application 2021-13. CMRB Administration recommended approval of IREF Application 2021-13 on July 29, 2021. A challenge to Administration’s recommendation was submitted by the City of Calgary. The matter was brought to the Board for discussion on September 10, 2021. The Board tabled IREF Application 2021-13 to provide Rocky View County, the City of Calgary, and the developer proponent further opportunity to resolve the concerns raised as part of the IREF challenge. On September 14, 2021, Rocky View County Council approved additional Conceptual Scheme policies that reflect the outcomes of the collaboration. IREF Application 2021-13 was subsequently withdrawn by Rocky View County and IREF Application 2021-18 was submitted in its place.

Given the timing of the upcoming municipal election and given the CMRB Administration and third party review recommendation of approval for IREF Application 2021-13, CMRB Administration did not request additional third party review of the proposed Conceptual Scheme. The full CMRB Administration recommendation and the third party review for IREF Application 2021-13 can be found at [www.calgarymetroregion.ca/2021-13](http://www.calgarymetroregion.ca/2021-13).

CMRB Administration notified CMRB members of IREF Application 2021-18 on September 15, 2021.

## 2.0 CMRB Administration Comments

### 2.1 Consistency with the IGP and IREF

This IREF review focuses on the additional policies added to the Conceptual Scheme and their consistency with the IGP. As IREF Application 2021-18 is generally the same policy document as was submitted under IREF Application 2021-13, the comments provided by CMRB Administration as part of IREF Application 2021-13 continue to apply. The full recommendation provided by CMRB Administration and the third

party report for IREF Application 2021-13 can be found at [www.calgarymetroregion.ca/2021-13](http://www.calgarymetroregion.ca/2021-13).

Upon review of the materials submitted for IREF Application 2021-18, CMRB Administration finds IREF Application 2021-18 to be generally consistent with the objectives of the IGP and IREF. The additional policies included as part of IREF Application 2021-18 add further detail and clarity about how the goals, objectives, and policies of the IGP policies will be addressed at future land use and subdivision approval stages.

### Proposed Additional Policies

The following list provides an overview of the substantive policy changes made to the Ascension Conceptual Scheme. For further information and rationale, see the Rocky View County Council Report provided as part of IREF Application 2021-18 (pages 2-4). A redline version of the Conceptual Scheme was also provided as part of the IREF application package.

#### **1. Transportation Policies (Section 7 of the Conceptual Scheme)**

- a. Added Policy 7.1.4: "The applicant shall construct the Highway 1A (Crowchild Trail)/12 Mile Coulee Road intersection and 12 Mile Coulee Road/Tusslewood Drive roundabout in alignment with the upgrade recommendations of the Bunt Traffic Impact Assessment (August 2020). These upgrades shall be designed and completed as approved by Rocky View County, Alberta Transportation and the City of Calgary."
- b. Added Policy 7.1.5: "Prior to subdivision, Rocky View County and The City of Calgary shall mutually determine the development's impacts on 12 Mile Coulee Road through further collaboration and traffic impact assessments, and the developer shall be required to construct identified improvements and/or contribute to such upgrades, as required by the City of Calgary."
- c. Added Policy 7.1.6: "Although the applicant will be eligible for cost recovery from new developments benefitting from the required transportation infrastructure upgrades, all developments in Rocky View County and the City of Calgary that have existing Local Plan or Outline Plan approvals shall be exempt from any cost recovery agreement."

#### **2. Stormwater Management (Section 8 of the Conceptual Scheme)**

- a. Added Policy 8.1.11: "Notwithstanding the stormwater concept identified in Figures 18 and 19 of this Conceptual Scheme, the applicant, in collaboration with Rocky View County and the City of Calgary, and prior to land use amendment and subdivision, shall explore alternative stormwater infrastructure routing that discharges to the Bow River, downstream of the Bearspaw Reservoir and Water Treatment Plant. The applicant shall specifically investigate the utilization of available capacity within the stormwater infrastructure of the Watermark development as the preferred stormwater solution for the Ascension development. To achieve a stormwater management solution that is acceptable

to both Rocky View County and the City of Calgary, mechanisms such as agreements on monitoring and infrastructure improvements may be necessary.”

**3. Development Policies - Recreation and Community Services (Section 12 of the Conceptual Scheme)**

- a. Added Policy 12.1.3: “Prior to subdivision, Rocky View County, in collaboration with the City of Calgary, shall review the impacts to The City of Calgary’s recreation and community services to the satisfaction of both parties. If demonstrable impacts are found, the applicant shall enter into a cost contribution agreement with Rocky View County in coordination with the City of Calgary, providing a financial contribution to offset the development’s impacts. This contribution shall be in addition to any recreation and/or community services levy imposed by Rocky View County.”

**4. Development Policies - Transit (Section 12 of the Conceptual Scheme)**

- a. Added Policy 12.1.4: “Prior to subdivision, the applicant, Rocky View County, and The City of Calgary shall review options to provide full service transit to the Ascension development area and, if the parties agree to proceed, shall utilize appropriate mechanisms such as cost recovery agreements to contribute to the implementation and maintenance of this service. Rocky View County and The City of Calgary shall also review demonstrable impacts upon existing City of Calgary transit services, and Applicant shall enter into a cost contribution agreement with Rocky View County to cover any such impacts found.”

## **4.0 Recommendation**

That the Board **APPROVE** IREF Application 2021-18, the Rocky View County Bearspaw Area Structure Plan amendment to provide for the Ascension Conceptual Scheme, with the following advisement:

1. As stated in policy 3.1.12.1 of the Board-approved Growth Plan, “Area Structure Plans and Area Redevelopment Plans and amendments to Area Structure Plans and Area Redevelopment Plans submitted to the CMRB after approval of the Growth Plan by the Board and before the Growth Plan is approved by the Minister shall be brought into alignment with the Growth Plan within one year of approval of the Growth Plan by the Board.”
2. As stated in Policy 3.1.12.2 of the Board-approved Growth Plan, “If a member municipality determines that a Regionally Significant amendment is required to bring an Existing Area Structure Plan or an Existing Area Redevelopment Plan into alignment with the Growth Plan, the amendment shall be referred to the Board for approval through Regional Evaluation Framework.”

This IREF approval recommendation for 2021-18 does not remove or supersede the requirement for the Rocky View County Bearspaw Area Structure Plan amendment to provide for the Ascension Conceptual Scheme to comply with policies 3.1.12.1 and 3.1.12.2 of the Growth Plan by May 21, 2022.

<b>Agenda Item</b>	<b>5</b>
<b>Submitted to</b>	<b>Governance Committee</b>
<b>Purpose</b>	<b>For Recommendation</b>
<b>Subject</b>	<b>Committee Terms of Reference</b>
<b>Meeting Date</b>	<b>September 17, 2021</b>
<i>Motion that the Board approve the draft Terms of Reference for the Governance Committee and the Land Use and Servicing Committee.</i>	
<p>Background</p> <ul style="list-style-type: none"> <li>• The CMRB Regulation grants the Board the authority to create internal governance policies and processes. The Board has the authority to strike committees and determine their mandate.</li> <li>• Terms of Reference (TOR) were developed for some Committees of the Board as the Board focused on organizational start-up and meeting the requirements of the regulation in the Growth and Servicing Plans.</li> <li>• CMRB Administration was directed to normalize the TOR for committees of the Board for consistency and clarity. The purpose of normalizing the TOR is to articulate roles and responsibilities of the committees and provide details regarding mandate, authority, and membership.</li> <li>• Land Use TAG reviewed earlier versions of the draft TOR and feedback was reviewed and incorporated, where appropriate.</li> <li>• The Governance Committee recommended the draft TOR to the Board for approval. One Governance Committee member noted a lack of clarity in the draft TOR about how the chair of the Committee is chosen. CMRB Administration has addressed this in red markup in the drafts attached.</li> <li>• The Board-approved Terms of Reference will be posted to the CMRB website.</li> </ul>	
<p>Attachments</p> <ul style="list-style-type: none"> <li>• Draft Terms of Reference – Governance Committee</li> <li>• Draft Terms of Reference – Land Use and Servicing Committee</li> </ul>	

## 1. Introduction

As the CMRB matures as an organization, the terms of reference of committees will be reviewed and adapted, as appropriate. Committees of the Board may, from time to

time, consider changes to their Terms of Reference and recommend changes to the Governance Committee for consideration, and for final approval by the Board.

## **2. Recommendation**

*That the Committee recommend for approval by the Board the draft Terms of Reference for the Governance Committee and the Land Use and Servicing Committee.*

## Terms of Reference Governance Committee

### Authority

The Governance Committee is established by the Calgary Metropolitan Region Board (“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. The Committee shall be a standing committee of the Board.

### 1. Responsibilities of the Governance Committee

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

- a. Board governance and operations
- b. Finance
- c. 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.

#### a. Board Governance Duties

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

- i. Policies and procedures by which the Board operates
- ii. Roles and responsibilities for the Board Chair and Chief Officer
- iii. The Terms of Reference for all standing committees of the Board.

#### b. 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.



### **c. 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 or Board Chair, the Committee will oversee the recruitment process, and will make a recommendation to the Board for appointment.

#### **2. Chair**

The Committee Chair shall be the Board Chair, unless otherwise directed by the Board.

#### **3. Vice Chair**

The Committee shall appoint a Vice Chair from amongst themselves in alignment with the Board and Committee Vice Chair Selection Process Policy.

#### **4. Committee Membership**

The Committee will be comprised of at least three (3) Board members selected by the Board. Each member municipality may have up to one (1) elected member on the Committee. Alternate members may attend provided they are a member of a participating municipality's council and are well briefed on the current status of the Committee initiatives and agenda. The Chair will be an "ex officio" member of the Committee. The term of membership shall be for the duration of their appointment or office.

Committee members, and their alternate, must review and commit to abide by the provisions of the Code of Conduct Policy.

#### **5. Quorum**

Quorum is defined as a simple majority (50% plus one) of the membership of the Committee.

#### **6. Governance**

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

#### **7. Reporting**

Periodically, the Chief Officer, Chair, or Vice Chair may report to the Board on matters within the Committee's responsibilities. The Committee shall work and liaise with other committees of the Board, as necessary.

#### **8. Meeting Process**



The Committee is required to conduct its meetings in public unless a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, pursuant to s 708.04 of the Municipal Government Act. In the event that a portion of a meeting is closed to the public, the Closed Session Policy will apply to Committee members and all other individuals present during the closed portion of the meeting.

Proposed meeting dates will be set according to Committee needs, and every effort will be made to confirm meeting dates at least three weeks in advance. Committee meetings will be recorded and made available to the public by the CMRB website, where possible. Meeting minutes will be kept by CMRB Administration and reviewed by the Committee. Following approval, the minutes will be posted to the CMRB website. The meetings may be viewed by members of the public.

The Chair will determine who may speak during the meeting at their discretion.

## **9. Support and Resources**

The Committee will be supported by the Chief Officer and CMRB Administration, member municipality administrations, external consultants, and professionals as necessary and as directed by the Chief Officer. The Committee will make available to new members of the Committee a suitable onboarding process. The Member Per Diem Policy applies to Committee members.

## **10. Amendments to the Terms of Reference**

The Committee may, from time to time, consider changes to its Terms of Reference and recommend proposed changes to the Terms of Reference to the Board for consideration and approval.

## Terms of Reference Land Use and Servicing Committee

### Authority

The Land Use and Servicing Committee is established by the Calgary Metropolitan Region Board (“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 Land Use and Servicing Committee (“the Committee”) is to support the implementation of the Growth and Servicing Plans, and matters related to the Regional Evaluation Framework, once approved by the Minister. The Board may direct the Committee to undertake related additional work or studies. Overall, the Committee is a working committee which makes recommendations to the Board for ultimate approval.

### 1. Responsibilities of the Land Use and Servicing Committee

The Land Use and Servicing Committee shall oversee, provide advice and recommendations to the Board and CMRB Administration in the areas of:

- a. Implementation of the Growth Plan or Interim Growth Plan
- b. Implementation of the Servicing Plan
- c. Administration of the Regional Evaluation Framework or Interim Regional Evaluation Framework
- d. Other matters, as may be assigned from time to time.

The above responsibilities may require support or study from the administrative working groups, external stakeholders or consultants, from time to time. CMRB Administration will recommend the rationale, objectives, and outcomes of the work as well as recommendations regarding external stakeholder involvement. The Committee will consider the recommendations, refine where required, and provide CMRB Administration approval to proceed with developing the detailed scopes of work, with support from municipal administrations or working groups, where appropriate.

### 2. Chair

The Committee Chair shall be the Board Chair, unless otherwise directed by the Board.

### **3. Vice Chair**

The Committee shall appoint a Vice Chair from amongst themselves **in alignment with the Board and Committee Vice Chair Selection Process Policy**.

### **4. Committee Membership**

Each member municipality must have one (1) elected member participating and may have up to two (2) elected members participating on the Committee. Alternate members may attend provided they are a member of a participating municipality's council and are well briefed on the current status of the Committee initiatives and agenda. The Chair will be an "ex officio" member of the Committee. The term of membership shall be for the duration of their appointment or office.

Committee members, and their alternate, must review and commit to abide by the provisions of the Code of Conduct Policy.

### **5. Quorum**

Quorum is defined as a simple majority (50% plus one) of the membership of the Committee.

### **6. Governance**

Decisions of the Committee will be determined by a simple majority with each municipality holding a single vote. 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 Committee.

### **7. Reporting**

Periodically, the Chief Officer, Chair, Vice Chair or CMRB Administration may report to the Board on matters within the Committee's responsibilities. The Committee shall work and liaise with other committees of the Board, as necessary.

Draft work products undertaken with the Committee's approval will be reviewed by the Committee. If deemed acceptable by the Committee, the Committee will recommend the draft work product for review and decision by the Board.

### **8. Meeting Process**

The Committee is required to conduct its meetings in public (either virtually or in-person) unless a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, pursuant to s 708.04 of the Municipal Government Act. In the event that a portion of a meeting is closed to the public, the Closed Session Policy will

apply to Committee members and all other individuals present during the closed portion of the meeting.

Proposed meeting dates will be set every two months, or according to Committee needs. CMRB Administration will circulate a schedule of meeting dates late in the calendar year for the upcoming year. Every effort will be made to circulate changes to those dates at least three weeks in advance. Committee meetings will be made public on the CMRB website, where possible. Meeting minutes will be kept by CMRB Administration and reviewed by the Committee at the following Committee meeting. Following approval, the minutes will be posted to the CMRB website. The meetings may be viewed by members of the public.

The Chair will determine who may speak during the meeting at their discretion.

## **9. Support and Resources**

The Committee will be supported by the Chief Officer and CMRB Administration, member municipality administrations, external consultants, and professionals, as necessary and as directed by the Chief Officer. The Committee will make available to new members of the Committee a suitable onboarding process. The Member Per Diem Policy applies to Committee members.

## **10. Amendments to the Terms of Reference**

The Committee may, from time to time, consider changes to its Terms of Reference and recommend changes to the Governance Committee for consideration, and for final approval by the Board.

<b>Agenda Item</b>	<b>6</b>
<b>Submitted to</b>	<b>Board</b>
<b>Purpose</b>	<b>For Decision</b>
<b>Subject</b>	<b>Advocacy Committee</b>
<b>Meeting Date</b>	<b>September 10, 2021</b>
<p><i>a) Motion that Board dissolve the Advocacy Committee; and</i></p> <p><i>b) Motion that the Board direct CMRB Administration to add a standing agenda item to Board meeting agendas whereby Board members may raise opportunities for advocacy for discussion by the Board, and direct CMRB Administration to create ad hoc working groups whose membership shall be determined by the Board, when necessary.</i></p>	
<p>Background</p> <ul style="list-style-type: none"> <li>• The CMRB Regulation grants the Board the authority to create internal governance policies and processes. The Board has the authority to strike committees and determine their mandate.</li> <li>• Terms of Reference (TOR) were developed for some Committees of the Board as the Board focused on organizational start-up and meeting the requirements of the regulation in the Growth and Servicing Plans.</li> <li>• CMRB Administration was directed to normalize the TOR for committees of the Board for consistency and clarity. The purpose of normalizing the TOR is to articulate roles and responsibilities of the committees and provide details regarding mandate, authority, and membership.</li> <li>• Land Use TAG reviewed earlier versions of the draft TOR and feedback was reviewed and incorporated, where appropriate. In reviewing the feedback, reconsideration of the need for the Advocacy Committee was recommended.</li> <li>• The Governance Committee discussed the need for a CMRB Advocacy Committee at the September 2, 2021 meeting, and recommend to the Board to dissolve it. The Governance Committee directed CMRB Administration to recommend options to the Board regarding how matters of advocacy be dealt with in the future.</li> </ul>	
<p>Attachments</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

## 1. Introduction

As the CMRB matures as an organization, the terms of reference of committees will be reviewed and adapted, as appropriate. Committees of the Board may, from time to time, consider changes to their Terms of Reference and recommend changes to the Governance Committee for consideration, and for final approval by the Board.

## 2. Background

Feedback received from TAG on the draft TOR included the following points that CMRB Administration brought to the attention of the Governance Committee for discussion:

- Governance Committee consider that additional municipal administration participation may be beneficial to advancing technical matters, rather than deferring these matters to the technical advisory groups. There may be benefit to striking sub-committees or task force groups that include participation by elected members, as well as municipal administrations, CMRB administration and other stakeholders. CMRB Administration supports these ideas and potentially implementing them in the future.
- A member municipality recommended reconsidering the need for the Advocacy Committee. Some member municipalities are supportive of having an Advocacy Committee and some are not. Given this, CMRB has developed the following pros and cons for having an Advocacy Committee.

<b>Pros of having an Advocacy Committee</b>	<b>Cons of having an Advocacy Committee</b>
<ul style="list-style-type: none"> <li>- Allows for more broad participation from municipal councils in the work of the CMRB</li> <li>- Discussion, debate and direction from elected members is held in committee, rather than at the Board. This may shorten the duration of Board meetings.</li> </ul>	<ul style="list-style-type: none"> <li>- Additional time commitment from elected members</li> <li>- Additional time commitment from municipal administrations, given their supporting role to Advocacy Committee</li> </ul>

The Governance Committee discussed the need for a CMRB Advocacy Committee at the September 2, 2021 meeting, and recommended to the Board to dissolve it. The Governance Committee directed CMRB Administration to recommend options to the Board regarding how matters of advocacy be dealt with in the future.

## 3. CMRB Advocacy Function Options

Following the Governance Committee's direction to recommend options to the Board regarding how matters of advocacy be dealt with in the future, CMRB has prepared the following options for consideration of the Board:

Agenda Item 6

### **3.1 Option A: Ad Hoc Working Groups Comprised of Elected and Non-Elected members**

In this option, the Board would take on the responsibility of determining the advocacy agenda and to what external organizations (federal / provincial government, others). In order to complete research, foster discussion, and create advocacy materials (where necessary), the Board would strike ad hoc working groups made up of elected and non-elected members. Membership of the working group would be determined by member municipalities based on the topic. The working group would meet on an ad hoc basis, and as directed by the Board. Once the advocacy deliverable is approved by the Board, the working group would no longer meet. CMRB Administration would provide administrative support to the working group. An elected official would report back to the Board, with support of CMRB Administration.

### **3.2 Option B: Ad Hoc Working Groups Comprised of Member Municipality and CMRB Administrations**

Option B is similar to Option A, except that the working group is made up of non-elected member municipality administrations only. In this option, the Board would take on the responsibility of determining the advocacy agenda and to what external organizations (federal / provincial government, others). In order to complete research, foster discussion, and create advocacy materials (where necessary), the Board would strike a temporary ad hoc working group made up of member municipality staff only, similar to a TAG. Membership of the working group would be determined by member municipalities based on the topic. The working group would meet on an ad hoc basis, and as directed by the Board. Once the advocacy deliverable is approved by the Board, the working group would no longer meet. CMRB Administration would provide administrative support to the working group. The Chief Officer of CMRB Administration would report back to the Board.

### **3.3 Option C: Standing Agenda Item**

CMRB Administration recommends that the Board direct CMRB Administration to add a standing agenda item to Board meeting agendas whereby Board members may raise topics for advocacy for discussion by the Board.

## **4. Recommendation**

- a) Motion that Board dissolve the Advocacy Committee; and*
- b) Motion that the Board direct CMRB Administration to add a standing agenda item to Board meeting agendas whereby Board members may raise opportunities for advocacy for discussion by the Board, and direct CMRB Administration to create ad hoc working groups whose membership shall be determined by the Board, when necessary.*