

## **Terms of Reference Land Use and Servicing Committee Updated September 17, 2021**

### **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.