

TERMS OF REFERENCE & COMPOSITION - CRP COMMITTEES -

Overview

The CRP structure is relatively simple. Each of fifteen members has three representatives and three votes at the General Assembly. The **General Assembly** usually meets twice per year to consider annual business plans and broader policy or major issues. The General Assembly is, in effect, the “Board of Directors”.

The **Executive Committee**, made up of one elected representative from each member, acts under the guidance of the General Assembly. The Executive Committee generally meets monthly, makes recommendations to the General Assembly and generally steers projects and project committees. **Project committees**, made up of elected and/or staff officials, guide the month to month operations of various projects

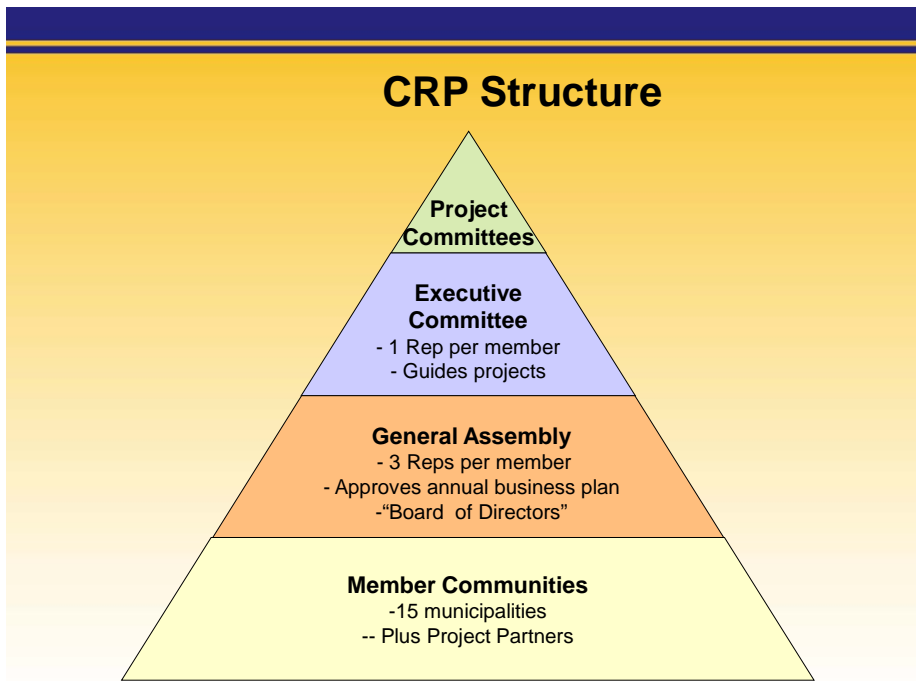


Table 1 – Summary of CRP Structure

Executive Officers of CRP Incorporated

- The Chair, Vice-chair and Secretary-Treasurer of the Calgary Regional Partnership are the constitutionally designated executive officers of the Corporation. These officers are elected annually by the General Assembly at its Annual General Meeting in November of each year. The Chair of CRP chairs both the General Assembly and Executive Committee.

Appointment of Project Committees by Executive Committee

- Project committees or Sub-committees are appointed at each organizational meeting immediately following triennial municipal elections. Committee composition is reviewed from time to time by the Executive Committee.
- Project Committees serve at the pleasure of CRP Executive Committee and are mandated by the CRP Executive Committee.
- Specified committees that are designated as “open” in terms of membership allow membership to be fairly fluid as the project proceeds. Any issues of membership that cannot be resolved at the committee level should be brought to Executive Committee.

Role of Project Committees to Guide Projects

- Project Committees and Subcommittees guide their respective projects or mandates on a month to month basis.
- Final reports and other milestone documents are brought to Executive Committee for consideration with recommendations from the respective project committee.

Regular Reporting to Executive Committee

- Project Committee or Subcommittee Chairs provide reports to Executive Committee as the Project or Subcommittee deems appropriate; or as requested by the CRP Chair.
- Monthly Executive Committee Meeting Agenda's have an ongoing section for committee reports and project updates. These are normally presented given by the respective committee chairs.

Committee Operations

- Project Committees select their own respective chairs unless executive committee directs otherwise. There is normally a CRP staff person to act as secretariat and administrator, and where necessary, advisor to the committee. This CRP staff role includes preparation of committee agenda packages in cooperation with the Chair, minutes, reports and all other associated administrative tasks.
- Project committees, as a norm, operate on a consensus basis. However, formal votes may occasionally be necessary. In such instances, only one vote per member may be cast. Where both elected and staff members

from the same municipal member are present, only one vote would be allowed.

- Members and Project Partners may appoint observers to occasionally attend committees; but observers would not be able to vote and only participate in committee proceedings with the permission of the Committee Chair. Any disputes or issues related to membership or committee operations may be referred to Executive Committee for consideration.

General Composition of Committees

- Project committees and sub-committees may be made up of elected and staff/technical officials working together; while other committees are composed of exclusively elected members and have staff or technical subcommittees.
- CRP Executive Committee members or an elected Council colleague are the primary composition of project committees and subcommittees.

Project Partners

Section 55 of the Bylaws of CRP Incorporated provides for “Project Partners” as follows:

55. (1) The Association may enter into agreements with Project Partners that wish to contribute resources to specific Regional projects and participate in the benefits that result from these projects.

(2) Project Partners are not required to meet the same financial commitments expected of Members, but their level of contribution must be sufficient to cover a portion of the sustaining costs of the Region in addition to the direct costs associated with the project in question.

(3) Project Partners have no formal authority at any meetings of the General Assembly or Calgary Regional Partnership Inc Executive Meetings, but they do have formal authority for the project in which they are participating. During the time that they are formal participants in a project, Project Partners will receive project updates, attend project meetings, and have input regarding the direction of the project.

Currently, the CRP has “project partners” contributing staff/volunteer time and capacity to such committees as CRWRP (e.g. Mountain View County), and CRP Economic Development Forum (e.g. Drumheller). At this point in time, there is no financial participation of these project partners.

COMPOSITION OF CRP COMMITTEES

CRP Executive Committee (Elected)

CRP Executive Committee guides CRP projects, initiatives and the various project committees and subcommittees on a month to month basis. The Executive Committee is at the heart of CRP's "operation" and acts on behalf of the General Assembly which is - constitutionally speaking - CRP's Board of Directors. The Executive Committee is made up of elected representatives from each member, appointed by their respective Councils. The fourteen members are:

Chair Mayor Linda Bruce – City of Airdrie
Vice Chair Truper McBride – Town of Cochrane
Sec/Treas. Mayor Patricia Matthews, Town of Chestermere
Mayor Bill McAlpine – Town of Okotoks
Mayor Dona Fluter – Town of Turner Valley
Mayor George Lattery – Town of Strathmore
Mayor John Stutz – Town of Banff
Mayor Tim Anderson – Townsite of Redwood Meadows
Mayor Ron Casey – Town of Canmore
Mayor Josh Taylor – Town of Irricana
Mayor Phil McCracken – Town of Crossfield
Mayor Les Rempel – Town of High River
Alderman Dale Hodges – City of Calgary
Councillor Michel Jackson – Town of Black Diamond
Councillor Bill Szabon – Town of Nanton
Staff Support: Rick Butler, Shelley Armeneau

Transition Committee (Formerly Finance, Personnel Communications Committee)

Please see detailed Terms of Reference. This Committee will guide transition of CRP to CMP Implementation under provincial regulation, reviews the CRP budget, financial statements, sets personnel policy and manages communications strategy including communications with the Province.

Mayor Linda Bruce Chair, CRP
Mayor Truper McBride CRP Vice Chair
Mayor Patricia Matthews CRP Secretary-Treasurer
Mayor Bill McAlpine, Past Chair CRP
Mayor Dave Bronconnier, City of Calgary

Project Mgt: Rick Butler, Executive Director
+ Staff Support

Implementation Committee (Replaces and expands the former CMP Steering Committee)

Please see detailed terms of reference. This Committee guides the implementation of the Calgary Metropolitan Plan and integration of all project committees. Membership is composed of the Chair of the CRP and each of the following Project Committees:

- Chair, CRP (Mayor Linda Bruce)
- Chair, Regional Water & Wastewater Servicing (Mayor Bill McAlpine)
- Chair, Regional, Economic Development Strategy (Councillor Joann Churchill)
- Chair, Regional Transportation (Mayor Truper McBride)
- Chair, Regional GIS (Mayor Ron Casey)

Staff Committee in support of the Elected Committee is appointed by elected committee members

Project Mgt: Colleen Shepherd
+ Staff Support

Regional Water & Wastewater Servicing (Elected with a Staff Committee)

Elected:

Chair Mayor Bill McAlpine - Okotoks
Councillor Michel Jackson – Black Diamond
Councillor Linda Fox-Mellway – Calgary
Mayor Les Rempel – High River
Mayor Linda Bruce – Airdrie
Councillor Bill Szabon – Nanton
Mayor Dona Fluter – Turner Valley
Councillor Tara McFadden – Cochrane
CAO Cheryl Skelly - Crossfield

The Staff Committee, as appointed by elected committee members, will meet on a limited basis. Elected and staff committee meeting are open to all staff unless otherwise stated.

Project Management: Rick Butler + staff support

Regional Transportation Committee (Elected with Staff Committee)

Guidance of the Transit/Transportation Exploration Project is fundamental to this Committee's mandate.

Elected:

Chair Mayor Truper McBride – Cochrane
Mayor Linda Bruce - Airdrie
Mayor Patricia Matthews - Chestermere
Mayor Dona Fluter – Turner Valley

Mayor John Stutz - Banff
Councillor Michel Jackson – Black Diamond
Councillor Beth Kish – Okotoks.
Councillor Tom Bragg – High River
Councillor Bob Sobol – Strathmore
Project Management: Colleen Shepherd

Regional Transportation Technical / Staff Committee will provide technical support to the Regional Transportation Elected Committee. Elected committee members appoint staff to staff committee; while the following additional resource people attend committee meetings:

Don Heron – Canadian Pacific Railway
David McKay – Alberta Transportation
Reg Johnston – Calgary Airport Authority
Peter Wallis – Van Horne Institute
Deanne McNeil – CARTSS
Bill Lambert - AECOM
TBD - CRP Specialized Transportation Representative

Regional GIS Steering Committee (Elected)

This committee guides the Regional GIS Exploration project in consultation with its GIS Technical Committee. Membership is open.

Elected:

Chair Mayor Ron Casey – Canmore
Alderman Dale Hodges – Calgary
Councillor Michel Jackson – Black Diamond

Staff:

Charlene Nagy-Gyorgy – Okotoks
Darren Martin & Tim Creelman – Calgary
Project Mgt: Rick Butler + staff support

Regional GIS Technical Committee (Staff Ongoing)

This committee of GIS Technicians from the region makes recommendations to the GIS Steering Committee and will likely continue to guide the ongoing Regional GIS Program including its proposed distributed data model.

Chair, Stefan Price	Cochrane
Corey Halford & Faheem Khan	Airdrie
Patricia Langevin	Canmore
Nancy Merritt & Liz Findlay	Calgary
Jeff Morcom	Okotoks
Peter Crane	Tsuu T'ina
Brett Huston	Strathmore
Steve Nelson	Banff
Rob Boettcher	Crossfield

Seth Whitney
Alex Popov
Charlene Nagy-Gyorgy
Fazeel Elahi
Jonathan Yeun
Mary Robley

Chestermere
Calgary
Okotoks
High River
Turner Valley
Nanton

Project Mgt: Rick Butler

Technical support: Greg Chernoff, Miistakis Institute

Regional Economic Development Strategy Committee (Elected)

This adjunct committee to the Economic Development Forum will guide the development of the Regional Economic Development Strategy.

Councillor Joann Churchill (Chair) – Cochrane

Councillor Brenda Sine – Cochrane

Councillor Norma Lang - Crossfield

Mayor John Stutz - Banff

Mayor Tim Anderson/Cr John Welsh – Redwood Meadows

Staff Support:

Walter Valentini – Director AB Finance & Enterprise

Kent Rupert – Economic Development Team Leader – Airdrie

Shane Olson – Economic Development Specialist – Okotoks

Troy Payne – Economic Development Officer – CRP

Project Mgt: Jean-Marc Lacasse, CRP Ec Dev Mgr

Economic Development Forum (Staff Ongoing)

Membership is made up of Ec. Dev. staff from all member municipalities.

CRP Executive Committee liaison to the Forum is as follows:

Councillor Joann Churchill - Cochrane

Forum Members:

Councillor Shane Olson - Okotoks

Kent Rupert - Airdrie

Paul Schulz – Airdrie

Leona Esau - Airdrie

Bruce Irvine – Calgary

Teresa Mullen – Canmore

Councillor Christopher Steeves – Chestermere

Maggie Armstrong - Cochrane

Georgina Sharpe – Nanton

Brenda Campbell – Irricana

Robert Earl – Banff

Cathy Hutcheson – Black Diamond

Councillor Norma Lang – Crossfield

Mayor Les Rempel – High River
Mayor Tim Anderson – Redwood Meadows
Shelley Cuthbertson – WED
John Lockhart – Community Future Highwood
Barry Schlinker – International Trade Canada
Mona Kado – Alberta Immigration & Employment
Walter Valentini – AB Finance & Enterprise
Jasleen Sekhon – Staff AB Finance & Enterprise
Patti-Jay Callaghan – Community Futures Centre West
Monique LeBlanc – Community Futures Highwood
Jennifer Brooks – Community Futures Wild Rose
Project Partner:
Ray Telford – Drumheller
Support Staff:
Troy Payne – Economic Development Officer – CRP
Jean-Marc Lacasse - CRP Ec Dev Mgr

Regional Specialized Transportation

This committee monitors and supports CARTTS, the agency managing this regional project as incubated by CRP. Open membership – elected and staff.

Chair, Mayor Patricia Matthews - Chestermere

Mayor Tim Anderson – Redwood Meadows

Staff:

Nancy Lewis - Banff,

Project Mgt: Rick Butler & Deanne McNeil

Regional Composting Committee

This Committee will guide the implementation of regional composting for the region. The Committee's work is somewhat on hold until such time as financial capacity is better known on order to implement the regional composting business plan.

Membership is open but there is elected or staff representation from at least the four facility owners- Calgary, Airdrie, Foothills Waste Management Commission and Bow Valley Waste Mgt Commission - elected and staff from at least the four facility areas

Elected:

Mayor Linda Bruce – Airdrie (Chair)

Councillor Bill Szabon – Foothill Waste Mgt Commission

Councillor Ralph Wilson – Okotoks

Staff

Peter Duck - Bow Valley Waste

Melanie Cooke – Calgary

John Deagle – Foothills

Kathleen Muretti - Airdrie

Project Mgt: Rick Butler

Calgary Regional Waste Reduction Partnership (Elected & Staff)

This committee acts as a forum for waste reduction practices. Open membership of elected and staff.

Mayor Linda Bruce (Chair) - Airdrie

Staff includes waste management personnel from around the region and beyond

Staff Support: Shelley Armeneau

- CRP/Dave Whitfield Alberta Environment

CRP liaison to CRAZ (Calgary Region Air shed Zone)

Jennifer Hambly – Staff, CRP

Rick Ciezki – Staff, City of Calgary