



BACKGROUND

The goal for the 2015 Growth Plan update is to build on past successes and to create one plan for the region rather than a plan that affects 24 municipalities. This requires a shift in thinking about being part of one metropolitan region: a CRB that works collaboratively to achieve the best outcomes for Regional citizens. The intent is to update and enhance the Growth Plan to allow the Board to accomplish more than each individual municipality competing on its own for scarce resources. Managing growth as one region is essential to ensuring the Region achieves its full economic potential in a global context. This is CRB's opportunity to get it right: capitalize on our collective capacity, strengths and distinctiveness of our communities by strategically investing in core and social infrastructure based on our shared vision for the future of the Capital region.

A plan is not a static document. It must evolve as conditions change, if new ideas arise, and if real life experience of working with the Plan reveals shortcomings. That is why the required five year update is an opportunity for the Board to revisit and revitalize the Growth Plan.

MANDATE

The purpose of this task force is to oversee the updating of the Capital Region Board Growth Plan.

Deliverables

This task force will provide guidance and strategic oversight for the completion of the project deliverables under each of the following phases of the program to update the Capital Region Growth Plan:

- Phase 1 - Background
- Phase 2 - Policy Development and Growth Plan Update
- Phase 3 - Draft of the Growth Plan
- Phase 4 - Build the Implementation Plan
- Phase 5 - Communications Strategy

MEMBERSHIP TERMS

Task force membership will be determined on a case-by-case basis. The Board will consider the project requirements and members who have a vested interest and/or expertise to enable the best possible outcome for a specific project. Whenever feasible, membership will remain consistent until project completion.

MEMBERSHIP

This task force membership will consist of seven members: Edmonton, two Cities, two Counties, one Town and one Village.

TERM

This task force will be established in 2014 with an expectation that the project deliverables will be recommended to the Board in time for the 2015 provincial deadline..

LEADERSHIP

At its first meeting, the task force will select its Chair and Vice-Chair from amongst its membership.

SUPPORT/RESOURCES

This task force will be supported by the Chief Executive Officer, Capital Region Board administration and consultant resources, and others as determined by its mandate and the Board's approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support the task force.

MEETING FREQUENCY

Meeting frequency will be established to align with key milestone and delivery dates of the project where policy guidance and recommendations to the Board are required and, where warranted, at the call of the Chair.

AUTHORITY

All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

This task force has been established under the guidance of the Board.

EX-OFFICIO

The Board Chair will be considered a non-voting ex officio member of this task force.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend task force meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

DECISION-MAKING

Decisions, recommendations and actions determined by the task force will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the task force, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass (50 percent plus one).

QUORUM

Quorum is defined as 50 percent plus one of standing membership.

DISPUTE RESOLUTION

The task force Chair is accountable for ensuring effective and collaborative committee operations and decision-making. Where the Chair's efforts are unable to resolve a dispute, the matter will be brought to the Board for discussion and resolution.

COMMUNICATIONS

The Chief Executive Officer will act as the single point of contact for all communications requests for this task force and will determine the appropriate level of response required. This may result in responses being

required from the Board Chair/Interim Chair, the task force Chair, members, Board administration, or the Chief Executive Officer.

STATUS OF MEETINGS

Task force meetings are open to the public, including all members of the CRB (elected officials and their alternates), administrative representatives from all CRB member municipalities and members of the public. Individuals from the Province, industry, the general public or other Board/committee members may be invited to participate in specific agenda items. Task force minutes are public records.

Section 602.08 (1) of the Municipal Government Act (MGA) states that the committee may close all or part of their meetings to the public if 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.

All members (elected and administrative) attending the in camera session shall respect the confidentiality of the in camera items.

REPORTING

This task force is expected to provide the Board sage advice and recommendations to resolve existing issues, and progress as it relates to its mandate and expected deliverables.

MEETING AGENDAS AND MINUTES

All meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format.

In general, meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.

The task force will include its meeting minutes with the next Board meeting agenda package.



Nolan Crouse, Board Chair