



BACKGROUND

This committee provides leadership in the development and enhancement of integrated land use policy and planning through the completion of projects authorized by the Board.

MANDATE

Reporting to the Board, this standing committee will be responsible for the following:

Business and Budget Planning

- On an annual basis, recommend a rolling four year business plan and budget for this committee and its task forces to the Governance, Priorities & Finance Committee for consideration in the Board's annual business plan update

Land Use Policy Leadership

- Guide and oversee the implementation of the Land Use Plan through a policy framework that includes the integration of all strategic priorities of the Growth Plan
- Recommend suitable land use policies that are consistent with the Growth Plan
- Provide strategic advice to the Board for municipalities implementing regional Land Use Plan policies at the municipal level within the existing municipal planning processes
- Ensure that regional and community priorities guide decision-making and implementation

Energy Corridors Task Force

- Provide policy oversight and guidance to the task force
- Recommend intermediate updates and final reports to the Board

MEMBERSHIP

Membership for this committee will consist of 11 members: Edmonton, two Cities, three Counties, four Towns, and one Village as determined by the Board or as approved by the Board. Membership will be reviewed by the Board every two years.

LEADERSHIP

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. If there is a change in the committee's membership, the committee should review and select its Chair and Vice-Chair.

At the end of a two year period, once the committee membership has been reviewed by the Board, the committee will also review and select its Chair and Vice-Chair.

SUPPORT/RESOURCES

The CEO will support this committee drawing upon CRB administration as required.

This committee will also be supported by 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 a committee project.

MEETING FREQUENCY

This committee shall meet bi-monthly or at the call of the Chair as warranted.

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.

EX-OFFICIO

Non-voting ex-officio: CRB Chair.

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

DECISION-MAKING

Decisions, recommendations and actions determined by the committee 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 committee, 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 committee 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 committee and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.

STATUS OF MEETINGS

Committee 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. Committee 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


The committee is expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status 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 committee will include its meeting minutes with the next Board meeting agenda package.



Nolan Crouse, Board Chair