Minutes of a meeting of
the Capital Region Board
held at Chateau Louis, Grand Ballroom
on Thursday, March 10, 2011

Delegates in Attendance:

Christopher Sheard – Interim Chair  Mayor Lloyd Bertschi – Morinville
Mayor Camille Berube – Beaumont  Mayor Rodney Shaigec – Parkland County
Mayor Randy Boyd – Bon Accord  Mayor Mel Smith – Redwater
Councillor Shelley Ross – Bruderheim  Mayor Nolan Crouse – St. Albert
Mayor Don Faulkner - Calmar  Mayor Stuart Houston – Spruce Grove
Mayor Anita Fisher – Devon  Councillor Dwight Ganske – Stony Plain
Mayor Stephen Mandel – Edmonton  Mayor Linda Osinchuk – Strathcona County
Mayor Gale Katchur – Fort Saskatchewan  Mayor Donald Rigney – Sturgeon County
Mayor William Nimmo – Gibbons  Mayor Barry Rasch - Thorsby
Reeve Wayne Woldanski – Lamont County  Mayor Bill Purdy – Wabamun
Mayor John Whaley – Leduc County  Mayor Dawson Kohl – Warburg
Alderman Dana Smith – City of Leduc  Mr. Ivan Moore – Government of Alberta

Absent:

Councillor Gail Hrehorets – Town of Lamont  Mayor Albert St. Jean – Legal

CRB Staff:

Kathleen LeClair, Chief Officer  Terryl Allen, Office Manager
Andy Haden, Project Manager  Courtney Andrews, Executive Assistant
Sharon Shuya, Project Manager  Roxy DeLang, Administrative Assistant
Stephen Tkachyk, Project Manager
Shari LaPerle, Assistant Project Manager
This meeting was open to the public except for agenda item 1 which was held in-camera.

1. **Committee of the Whole**
   a. **Committee Reports**
      i. **Governance Committee**
         A copy of the March 10, 2011 Report (#19) was provided to members. Mayor Berube gave a brief overview of recent initiatives discussed at the Governance Committee.

      ii. **Transit Committee**
         A copy of the March 10, 2011 Report (#7) was provided to members. Councillor Iveson gave an overview on the work of the Transit Committee. Concerns were raised regarding the 2011 Business Plan initiative, a governance study on transit. Councillor Iveson indicated that the Transit Committee would be doing future work to define the terms of reference for the study. The Board requested that the Governance Committee review the policy regarding signing authority for Board/Committee correspondence.

      iii. **Housing Committee**
         A copy of the March 10, 2011 Report (#7) and a 2011 Housing Plan document was provided to members. Councillor Gibbons gave an overview of the activities of the Housing Committee.

      iv. **Advocacy & Communications Committee**
         A copy of the March 10, 2011 Report (#9) was provided to members.
         1. **Confirmation of Chair & Vice Chair**
            The Board endorsed the Committee’s selection of Mayor Krischke as Chair and Councillor Gibbons as Vice Chair of the Advocacy & Communications Committee.
            **Moved by** Mayor Osinchuk. **Seconded by** Mayor Smith. **Carried unanimously.**

         2. **Terms of Reference**
            A copy of the Terms of Reference was provided to members and endorsed by the Board.
            **Moved by** Mayor Crouse. **Seconded by** Reeve Woldanski. **Carried unanimously.**

      v. **Land Use Committee**
         A copy of the March 10, 2011 Report (#24) was provided to members. Mayor Fisher gave an overview of recent activities of the Land Use Committee.
b. Administrative Issues
      A copy of the Monthly Financial Report was provided to members.

   ii. 2010 Tax Information
      Kathleen LeClair requested that members contact the CRB office if they did not
      receive their T4 slip or if they have any questions.

   iii. 2010-2011 Claims
      Kathleen LeClair advised members that all claims for 2010-2011 need to be
      submitted by March 31, 2011 to enable the 2010 financial year to be closed and to
      complete the 2011 unaudited financial statements.

   iv. CRB Contact Sheet
      Kathleen LeClair introduced members to the new Office Manager, Terryl Allen.

2. Call to Order and Chair’s opening remarks
   Called to order at 9:32 a.m.

3. Approval of Minutes of January 13, 2011
   It was noted that the sequence of events for the Motion put forward by Mayor Crouse (Item 6a)
   should be reflected in the minutes.

   Motion: To accept the minutes of January 13, 2011 as amended.
   Moved by Councillor Ganske. Seconded by Mayor Berube.
   Motion carried unanimously.

Mayor Mandel replaced Councillor Gibbons as City of Edmonton’s representative.

4. Representations from the Public
   a. Edmonton Garrison
      Lieutenant-Colonel Thomas Bradley, Base Commander, CFB/ASU Edmonton gave a
      presentation highlighting how the Canadian Forces are integrated with the Capital Region’s
      communities and economy. An overview of future developments at the CFB was provided.
      Lieutenant-Colonel Bradley expressed the importance of a continuing partnership between
      the CFB and the Capital Region. A copy of the presentation was provided to members.

5. REF Applications
   None.

6. Governance Issues
   a. 2010 Audited Financial Statements
      Mr. John Stelter, Partner with KPMG presented the CRB’s 2010 Audited Financial
      Statements.
Motion: That the Capital Region Board approves the 2010 Audited Financial Statements as provided by KPMG.

Moved by Mayor Rigney. Seconded by Mayor Osinchuk. Motion carried unanimously.

b. 2010 CRB Annual Report
Kathleen LeClair gave an overview of the Annual Report. It was noted that the Report will be provided to the Minister of Municipal Affairs by March 31, 2011.

Motion: That the Capital Region Board approves the 2010 Annual Report as approved by the Governance Committee on February 14, 2011.

Moved by Mayor Berube. Seconded by Mayor Kohl. Motion carried unanimously.

c. 2011 CRB Budget
Kathleen LeClair gave an overview of the 2011 Budget. Members discussed the unallocated funds in the 2011 Budget.

Amended Motion: That the Capital Region Board approves the 2011 Budget reflecting the 2011 Business Plan as approved by the Governance Committee on February 14, 2011.

Moved by Mayor Berube. Seconded by Mayor Boyd. Motion carried unanimously.

Mayor Mandel put forward a motion for further direction to the Governance Committee respecting the management of unallocated funds

Motion: That the Governance Committee provide a recommendation to the Board on the management of unallocated funds in the 2011 CRB Budget.

Moved by Mayor Mandel. Seconded by Mayor Katchur. Motion carried unanimously.

Councillor Shaw replaced Mayor Rigney as Sturgeon County’s representative.

d. 2011 CRB Business Plan Update
Kathleen LeClair gave an overview of the 2011 Business Plan Update. The updated 2011 Business Plan will be provided to Alberta Municipal Affairs when approved by the Board.

Motion: That the Capital Region Board approves the 2011 Business Plan Update as approved by the Governance Committee on February 14, 2011. Activities will only be undertaken as resources are available.

Moved by Mayor Berube Seconded by Mayor Purdy.
23 in favour, 1 opposed, and supported by more than 75 percent of the population. Motion carried.
e. CRB Policy F001 – Authorization to Purchase
Kathleen LeClair provided a brief description of the amendment to the policy.

Motion: That the Capital Region Board approves CRB Policy F001 Authorization to Purchase to replace “Executive Assistant” with “Office Manager” to reflect changes in CRB Administration employee job descriptions, as approved by the Governance Committee on February 14, 2011.

Moved by Mayor Berube. Seconded by Mayor Nimmo. Motion carried unanimously.

f. Growth Plan Monitoring and Reporting Framework – update
Sharon Shuya provided an update on the progress of the Monitoring and Reporting Framework. Further discussions will take place at the Governance Committee in March 2011.

g. CRB Cost Allocation Formulas – Information
Kathleen LeClair provided an overview and updated examples of the Cost Allocation Formulas to the Board for information.

7. Land Use Issues
a. Edmonton International Airport Master Plan 2010-2035 Consultation
Andy Haden gave an overview of the EIA Master Plan and letter of support as discussed at the Land Use Committee meeting on March 3, 2011. Some members raised concerns about the potential impact of the Master Plan on municipalities.

Notice of Motion: The Capital Region Board approves a letter to Edmonton International Airport Authority to support the Edmonton International Airport Master Plan 2010-2035.

Moved by Mayor Fisher.

Mayor Rigney replaced Councillor Shaw as Sturgeon County’s representative.

8. Adjournment
Meeting adjourned at 11:45 a.m.

Minister Goudreau attended the meeting to congratulate Board members for cooperatively putting together and implementing the Capital Region Growth Plan. He announced that the Government will continue to provide financial support to the Board in the future. The Minister thanked Chris Sheard for his hard work and dedication to the Board and announced the appointment of the Honourable Jim Edwards as Interim Chair of the Capital Region Board for a one-year term effective April 1, 2011.