



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 Camille Berube – Beaumont  
Mayor Randy Boyd – Bon Accord  
Councillor Shelley Ross – Bruderheim  
Mayor Don Faulkner - Calmar  
Mayor Anita Fisher – Devon  
Mayor Stephen Mandel – Edmonton  
Mayor Gale Katchur – Fort Saskatchewan  
Mayor William Nimmo – Gibbons  
Reeve Wayne Woldanski – Lamont County  
Mayor John Whaley – Leduc County  
Alderman Dana Smith – City of Leduc

Mayor Lloyd Bertschi – Morinville  
Mayor Rodney Shaigec – Parkland County  
Mayor Mel Smith – Redwater  
Mayor Nolan Crouse – St. Albert  
Mayor Stuart Houston – Spruce Grove  
Councillor Dwight Ganske – Stony Plain  
Mayor Linda Osinchuk – Strathcona County  
Mayor Donald Rigney – Sturgeon County  
Mayor Barry Rasch - Thorsby  
Mayor Bill Purdy – Wabamun  
Mayor Dawson Kohl – Warburg  
Mr. Ivan Moore – Government of Alberta

**Absent:**

Councillor Gail Hrehorets – Town of Lamont

Mayor Albert St. Jean – Legal

**CRB Staff:**

Kathleen LeClair, Chief Officer  
Andy Haden, Project Manager  
Sharon Shuya, Project Manager  
Stephen Tkachyk, Project Manager  
Shari LaPerle, Assistant Project Manager

Terryl Allen, Office Manager  
Courtney Andrews, Executive Assistant  
Roxy DeLang, Administrative Assistant



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

i. Monthly Financial Report – February 2011

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, Terry 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.