Governance, Priorities & Finance Committee

Agenda

Tuesday, June 28, 2016
2:00 p.m. – 4:00 p.m.
Capital Region Board Office, Capital Region Boardroom
1100 Bell Tower, 10104 103 Avenue, Edmonton

Agenda Items

1. **Call to Order** – Councillor Phyllis Kobasiuk, Vice Chair

2. **Chair’s Opening Remarks**

3. **Approval of Agenda** – Councillor Phyllis Kobasiuk, Vice Chair

4. **Approval of Minutes of May 26, 2016** – Councillor Phyllis Kobasiuk, Vice Chair

5. **2015/16 Annual Report Recommendation** – Councillor Phyllis Kobasiuk, Vice Chair

   **Recommended Motion:** That the Governance, Priorities & Finance Committee recommend the 2015/16 Annual Report to the Capital Region Board for approval.

6. **Policy Updates Recommendation** – Councillor Phyllis Kobasiuk, Vice Chair

   **Recommended Motion:** That the Governance, Priorities & Finance Committee recommend Policy F007 and G012 to the Capital Region Board for approval.

7. **Committee Membership Report Recommendation** – Councillor Phyllis Kobasiuk, Vice Chair

   **Recommended Motion:** That the Governance, Priorities & Finance Committee postpone review of CRB Committee membership until a change in Board membership has been approved by the Province of Alberta.

8. **Next Meeting** – Councillor Phyllis Kobasiuk, Vice Chair
   - Thursday, Sept. 22, 2016, 2:00 p.m. – 4:00 p.m.
   - Capital Region Boardroom, CRB Office

9. **Adjournment** – Councillor Phyllis Kobasiuk, Vice Chair
Governance, Priorities & Finance Committee

Thursday, May 26, 2016
2:00 p.m. – 4:00 p.m.
Capital Region Boardroom, CRB Office
1100 Bell Tower, 10104 103 Avenue, Edmonton

Members:
Camille Berube, Town of Beaumont (Chair)
Randy Boyd, Town of Bon Accord
Art Erickson, Village of Wabamun
Glen Finstad, City of Leduc
Tom Flynn, Sturgeon County (alternate)
Don Iveson, City of Edmonton (alternate)
Tim Osborne, City of St. Albert
Rodney Shaigec, Parkland County (alternate)
Wayne Woldanski, Lamont County

Regrets:
Wally Yachimetz, Town of Calmar

CRB Staff & Consultants:
Malcolm Bruce, CEO
Leslie Chivers, Operations Manager
Charlene Chauvette, Office Manager
Amanda Borman, Executive Assistant

Guests:
Nolan Crouse, Board Chair
Gibby Davis, City of Edmonton
Trevor Duley, Sturgeon County
Michael Epp, Hawkins Epp Dumont LLP
Marnie Lee, Strathcona County
Yulian Korataiev, Hawkins Epp Dumont LLP

1. CALL TO ORDER
Chair, Mayor Camille Berube called the meeting to order at 2:00 p.m.

2. Chair’s Opening Remarks

3. Approval of Agenda
Motion: That the agenda of May 26, 2016 be approved subject to Item 8 being brought forward following its approval.
Moved by: Mayor Randy Boyd, Town of Bon Accord
Decision: Carried unanimously
8. **2015/16 Audited Financial Statements Recommendation**

   Presentation made by Michael Epp of Hawkings Epp Dumont LLP

   **Motion:** That the Governance, Priorities & Finance Committee recommend the Capital Region Board approve the CRB Audited Financial Statements for the year ended March 31, 2016.

   **Moved by:** Mayor Tom Flynn, *Sturgeon County*

   **Decision:** Carried unanimously

4. **Approval of Minutes**

   a. **Motion:** That the minutes of February 25, 2016 be approved.

      **Moved by:** Mayor Randy Boyd, *Town of Bon Accord*

      **Decision:** Carried unanimously

   b. **Motion:** That the minutes of April 25, 2016 be approved, as amended.

      **Moved by:** Reeve Wayne Woldanski, *Lamont County*

      **Decision:** Carried unanimously

5. **2016/17 Budget**

   a. **Motion:** That the Governance, Priorities & Finance Committee move in-camera, in accordance with the provisions of Section 24 – Advice from officials, of the Freedom of Information and Protection of Privacy Act (FOIP), R.S.A. 2000, c.F-25.

      **Moved by:** Councillor Glen Finstad, *City of Leduc*

      **Decision:** Carried unanimously

   b. **Motion:** That the Governance, Priorities & Finance Committee reconvene in public.

      **Moved by:** Mayor Tom Flynn, *Sturgeon County*

      **Decision:** Carried unanimously

   c. **Motion:** That the Governance, Priorities & Finance Committee direct administration to use the information discussed in-camera to create a revised budget for the Capital Region Board for approval.

      **Moved by:** Councillor Glen Finstad, *City of Leduc*

      **Decision:** Carried unanimously

6. **Policy G023 – Pay-to-Participate Recommendation**

   **Motion:** That the Governance, Priorities & Finance Committee recommend the Capital Region Board municipal members review draft Policy G023 – Pay-to-Participate and provide comments to administration no later than August 26, 2016.

   **Moved by:** Mayor Tom Flynn, *Sturgeon County*

   **Decision:** Carried unanimously
7. **Policy Updates Recommendation**

a. **Motion:** That the Governance, Priorities & Finance Committee recommend Policy A003 to the Capital Region Board for approval.
   
   **Moved by:** Councillor Glen Finstad, *City of Leduc*
   
   **Decision:** Carried unanimously

b. **Motion:** That the Governance, Priorities & Finance Committee recommend Policy G007 to the Capital Region Board for approval.
   
   **Moved by:** Mayor Tom Flynn, *Sturgeon County*
   
   **Decision:** Carried unanimously

   Mayor Boyd, *Bon Accord*, requests a recorded vote for the next motion.

c. **Motion:** That the Governance, Priorities & Finance Committee recommend Policy G012 to the Capital Region Board for approval.
   
   **Moved by:** Mayor Tom Flynn, *Sturgeon County*
   
   **Decision:** Carried

   **In Favor:** Edmonton, Leduc, St. Albert, Lamont County, Parkland County, Sturgeon County and Beaumont
   
   **Opposed:** Bon Accord, Wabamun

6. **Next Meeting**

   Tuesday, June 28, 2016 at 2:00 p.m., Capital Region Boardroom, CRB Office

7. **ADJOURNMENT**

   The Chair declared the meeting adjourned at 3:50 p.m.
2015/16 Annual Report

Recommended Motion

*That the Governance, Priorities & Finance Committee recommend the 2015/16 Annual Report to the Capital Region Board for approval.*

Background

- Section 9 of the CRB Regulation requires the Board to submit a report on its activities in the preceding year to the Minister of Municipal Affairs each year, including audited financial statements.

- Alignment of the Capital Region Board financial year-end with the Province’s March 31 date was approved to begin in the 2015/16 fiscal year. This is the first complete year within the new fiscal year.

- The CRB’s 2015/16 Audited Financial Statements were approved at the May 12 Board meeting and are incorporated into the Annual Report.

- Upon Board approval the Annual Report will be formatted, printed and delivered to the Minister of Municipal Affairs and provincial Cabinet before the August 31, 2016 deadline

Attachment:

1. 2015/16 Annual Report content
Section 1 Momentum story

Momentum story: Regional momentum has been building for seven years, since the advent of the Capital Region Board as a formal entity.

Despite an economic downturn that began in late 2015, the Edmonton Metropolitan Region remains a hub for northern Alberta:

- Representing about 40% of provincial GDP
- Population of 1.2 million people projected to double in 30 years
- Growing from 725,000 jobs today to 1.2 million in 30 years

That means the growth planning that is the raison d’etre of the Capital Region Board remains more important than ever.
And the foundation that has been laid by the Board’s significant body of work documenting a regional identity remains its greatest achievement, albeit not yet well understood by the region’s public.

That will change in 2016/17 as the Board unveils its updated regional Growth Plan, itself a massive project that has yet to be appreciated for its contribution to realizing the Board’s own stated purpose: Regional Action. Global Opportunity.

While the business of updating the Growth Plan dominated the Board’s attention in 2015/16 other foundational activity also contributed to the feeling of momentum towards greatness that has been building in region. Two initiatives completed this year illustrate this:

1. **THE OPERATIONALIZATION OF GEOGRAPHIC INFORMATION SERVICES (GIS)** – After several years of preparation, the Capital Region Geographic Information Services website was launched in June 2015. This is now the repository for key maps and regional data that strengthen the quality of planning for growth and, ultimately, the regional quality of life. It represents a big leap in the region’s ability to assess its position and plan for growth more accurately and efficiently.

2. **A DECISION ABOUT ECONOMIC DEVELOPMENT** – Although a less prominent theme in the Capital Region Board mandate, economic development was identified by the Board in 2014 as a priority for study. A critical first step was a regional economic summit held in 2014 that set the stage for action. In the interim the Board has used its regional forum and platform to explore options for creating a unified regional economic development presence. In early 2016, the Board approved the incubation of a regional economic development entity, with the proviso that it would become independent of the Capital Region Board. When established, this entity will be a key enabler of a successful globally competitive region.
VIEW FROM THE TOP (Regional momentum put in context by CRB leadership)

Nolan Crouse: The Board Chair

During my fourth year as Chair in 2015/16 I have witnessed more regional thinking, more collaborative decision-making, and less locally-based resistance to the Board’s shared responsibility to manage growth responsibility.

This, I believe, is evidence of the quiet increasing strength of CRB; we are becoming comfortable with our role as long-term regional stewards for regional planning. These are predominantly political breakthroughs and they are not easy, nor easily quantified, but I am certain the Edmonton Metro Region is evolving significantly.

I am buoyed by the reasonable approach the Board has demonstrated in its handling of many challenging issues raised in the past year, by the lack of any contested Regional Evaluation Framework applications and by a general sense of common purpose that permeates our discussions. This is despite the clear and present danger of discord that is the natural consequence of amassing 24 diverse voices.

We are creating a made-in-the-region solution to the challenge of growth we face together.

The Board looks forward to the upcoming year, the last of the current municipal term and the culmination of its momentum in the updated Growth Plan 2.0 as well as;

- In the launch of some form of regional economic development,
- In the recognition of the Board’s leadership in regional collaboration in this province,
- In the form of an expanded mandate that the Board expects to be formalized in the Modernized Municipal Government Act.

[signed by Nolan]

Malcolm Bruce: The CEO
As CEO I measure momentum by the numbers, but I do feel it as well.

The complicated and lengthy process of updating the 2010 Growth Plan has brought all of the regional pinch points to the surface. But, after some 300 hours scheduled for various GPU consultations and meetings of the Task Force, we are coalescing as a regionally focused entity with a common goal – finding the best compromise for prosperity for our residents. This is additional time and energy given by each of the participants and speaks to the Board’s commitment to this work.

When I am asked about what the Capital Region Board has done for its $24 million since 2008, I quickly put this measure into perspective.

- We have accomplished an atmosphere of regional thinking/collaboration that did not exist even five years ago
- We have produced 24 data driven, quality, reports to enable effective regional decision-making and support efficient and sustainable growth, as the region doubles
- We have developed expertise and base data in a new and unique context, with a regional focus
- We have established a forum for affirming the need for diverse and complementary communities acting as one for the purposes of Regional action. Global opportunity.
- We have laid the groundwork for meaningful advocacy with other orders of government - streamlining planning, demonstrating efficiencies, and speaking with one consistent voice to simplify our requests.

The wins that will be realized with Growth Plan 2.0 are inspiring. The plan has filled in gaps in policy and in implementation and monitoring. Importantly we will be able to measure progress from now on. There are now clearly aligned principles and policies, six distinct and interrelated policy areas, and a new layered approach to growth in a three-tier metropolitan structure that anticipates the future.

This all bodes well for the success of the region in our 30-50 year timeframe. Our next challenge will be communicating our success
more potently. Happily, we’ll have the facts and the momentum to do it.

[signed by Malcolm]

The Foundation: The Board

(WHO WE ARE Include Current Members/Map – membership)

The Capital Region Board is a non-profit corporation consisting of 24 member municipalities from within the Edmonton Metropolitan Region. Each member municipality is represented by an elected official appointed by its local council. The CRB members and their respective representatives are listed here.

Capital Region Board Members (as of March 31, 2016)

<table>
<thead>
<tr>
<th>Town of Beaumont</th>
<th>Mayor Camille Bérubé</th>
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<tr>
<td>Town of Bon Accord</td>
<td>Mayor Randolph Boyd</td>
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<td>Town of Bruderheim</td>
<td>Mayor Karl Hauch</td>
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<td>Town of Calmar</td>
<td>Mayor Wally Yachimetz</td>
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<td>Town of Devon</td>
<td>Mayor Stephen Lindop</td>
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<td>City of Edmonton</td>
<td>Mayor Don Iveson</td>
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<td>City of Fort Saskatchewan</td>
<td>Mayor Gale Katchur</td>
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<td>Town of Gibbons</td>
<td>Councillor Louise Bauder</td>
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<td>Lamont County</td>
<td>Reeve Wayne Woldanski</td>
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<td>Town of Lamont</td>
<td>Mayor Bill Skinner</td>
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<td>Leduc County</td>
<td>Mayor John Whaley</td>
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<td>City of Leduc</td>
<td>Mayor Greg Krischke</td>
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<td>Town of Legal</td>
<td>Mayor Carol Tremblay</td>
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<td>Town of Morinville</td>
<td>Mayor Lisa Holmes</td>
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<td>Parkland County</td>
<td>Mayor Rodney Shaigec</td>
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<td>Town of Redwater</td>
<td>Mayor Mel Smith</td>
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<td>City of Spruce Grove</td>
<td>Mayor Stuart Houston</td>
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<td>City of St. Albert</td>
<td>Mayor Nolan Crouse</td>
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<td>Town of Stony Plain</td>
<td>Mayor William Choy</td>
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<td>Strathcona County</td>
<td>Mayor Roxanne Carr</td>
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<td>Sturgeon County</td>
<td>Mayor Tom Flynn</td>
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<tr>
<td>Village of Thorhby</td>
<td>Mayor Barry Rasch</td>
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<td>Village of Wabamun</td>
<td>Mayor Charlene Smylie</td>
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<tr>
<td>Village of Warburg</td>
<td>Mayor Ralph van Assen</td>
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<tr>
<td>Government of Alberta Representative</td>
<td>Mr. Bruce McDonald</td>
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</table>

In addition to the elected officials, a non-voting Government of Alberta appointee also sits on the Board. The Government of Alberta has also appointed representatives to the committees of the Board to enhance communication and cooperation between the Board and province.
(WHY WE WORK TOGETHER – The Region)

The Edmonton Metropolitan Region is a collection of diverse communities, cooperating to bolster each other’s strengths, enhance connections and represent our strength to the world.

Together, our communities form a complete and sustainably growing region, with something to suit every ambition.

(WHAT WE DO – Growth Planning)

The Capital Region Board’s mandate is to coordinate long range growth planning and decision-making among Edmonton Metro’s municipalities. It is defined in detail in the 2008 Capital Region Board Regulation (see Role of Government of Alberta).

Vision for Growth:

In 2064…

The Edmonton Metropolitan Region is the dominant hub for northern Alberta and is globally recognized for its economic diversity, entrepreneurialism, leadership in energy development, environmental stewardship, and excellent quality of life.

The Region is anchored by a thriving core that is interconnected with diverse urban and rural communities. The Region is committed to growing collaboratively through the efficient use of infrastructure, building compact communities, and fostering economic opportunities and healthy lifestyles.

The Board sets the conditions for attaining this Vision through effective planning and implementation of the four strategic priority areas identified in the Regulation:

- We plan, monitor and assist in administering regional projects;
- We employ land use practices to benefit the region, respecting and supporting the diversity of individual municipalities;
- We plan and oversee regional inter-municipal transit service, including special services for persons with disabilities;
- We plan and support ways to increase the availability of affordable and market affordable-housing throughout the Region;
- We deliver regional geographic information services in support of our mandate;
We assist in coordinating work of the member municipalities; and share the knowledge and insight gathered by the Board with them;

We coordinate work with the provincial and federal governments on issues and projects of mutual interest;

We provide the public with a comprehensive single source access to regional information,

Since April 1, 2010, with the approval of the Capital Region Growth Plan and the establishment of the **Regional Evaluation Framework (REF)**, the Board has focused on its implementation and approving municipal statutory plans through the REF process.

Under the REF, the Board reviews and approves municipal statutory plans to ensure their consistency with the Capital Region Growth Plan. This is a responsibility charged to the Board under Section 21 of the Capital Region Board Regulation and established under Ministerial Order L:270/10

**(HOW WE WORK TOGETHER – Structure)**

Powers and Duties of the Board

The Capital Region Board Regulation sets the Board’s

- membership,
- voting structure
- powers and duties

It directs the Board to coordinate long range planning and decision-making among the Edmonton Metro for matters of regional interest. To that end, member municipalities must comply with the Growth Plan as approved.

It is important to note that the Board supports member municipalities from a regional perspective to achieve balanced growth. Edmonton Metro citizens are directly served by their elected municipal councils; decisions without regional implications continue to be made locally.

Committee Structure

Regional decision-making is done at the Board level with input from committees and task forces. The committee and task force structure ensures Board decisions are grounded and understood to be in the best interests of the Region as a whole.
Committee and task force members are elected officials appointed by the 24 member municipalities, and operate within a Terms of Reference approved by the Board.

2015-16 Capital Region Board Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Governance, Priorities and Finance</th>
<th>Land Use and Planning</th>
<th>Advocacy and Monitoring</th>
<th>Housing</th>
<th>Transit</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Mayor Camille Bérubé</td>
<td>Mayor Tom Flynn</td>
<td>Mayor Greg Krischke</td>
<td>Councillor Dwight Ganske</td>
<td>Councillor Wes Brodhead</td>
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<td>Vice-Chair</td>
<td>Councillor Phyllis Kobasiuk</td>
<td>Mayor Rod Shaigec</td>
<td>Mayor Don Iveson</td>
<td>Councillor Stew Henning</td>
<td>Councillor Carla Howatt</td>
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<tr>
<td>Task Force</td>
<td>Growth Plan Update</td>
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<td>Chair</td>
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(HOW WE DO OUR WORK - What It Takes)

STATEMENT OF ACCOUNTABILITY

The Capital Region Board is responsible to the member municipalities, citizens and key stakeholders of the Edmonton Metropolitan Region, and to the Government of Alberta. This ensures that the work of the Board is focused on appropriate priorities to promote global competitiveness and sustainability of the Region for future generations.

The Board further ensures sound operations through a commitment to transparency, consistent with Alberta’s Freedom of Information and Protection of Privacy Act.

1. The Board seeks broad input through consultation, either directly or through its member municipalities, on matters that affect the communities and the future of the Capital Region.
2. The Board operates within a corporate governance model that requires:
   a. Preparation of a Business Plan, updated annually, that supports the CRB four year Strategic Plan sets direction, establishes regional priorities, and reports on progress both toward Growth Plan objectives and the Strategic Plan;
   b. Adherence to fiscal management and reporting in compliance with Alberta’s Financial Administration Act and Canadian generally accepted accounting standards;
   c. Preparation of an Annual Report to the Minister of Municipal Affairs, as required in the Capital Region Board Regulation;
   d. Commitment to monitoring the implementation of the Growth Plan a reporting on performance measures related to the Board’s operations and the Growth Plan;
   e. Commitment to an “evergreening” process for updating the Growth Plan every five years;
   f. Ongoing advocacy in support of regional priorities; and
   g. Communication with member municipalities, stakeholders and the public.

MANAGEMENT & ADMINISTRATION

Key to the connection between Capital Region Board and its members are the Management and Administration teams. In 2015/16, the Board was supported by a professional staff of 10 full-time positions led by Mr. Malcolm Bruce as Chief Executive Officer.

ROLE OF THE GOVERNMENT OF ALBERTA

Importantly the Government of Alberta is the enabling authority for the Capital Region Board.

The Board operates under the Capital Region Board Regulation, originally effective April 15, 2008, and now consolidated as Alberta Regulation 38/2012, with amendments up to and including Alberta Regulation 39/2015. The CRB is a Mandated Growth Management Board.
In 2015/16 the Board continues to operate as a **regional services commission** for the purposes of the Freedom of Information and Protection of Privacy Act, and the Alberta Capital Finance Authority Act. Following the Province’s current review of the Municipal Government Act, this designation may be revised in future.

The **Capital Region Board Regulation** identifies the Board’s 24 member municipalities and sets out its accountability, voting structure, powers and duties and establishes the CRB’s mandate, that is, to develop and oversee the implementation of an integrated long-term Regional Growth Plan.

The Minister of Municipal Affairs retains the authority to create **Ministerial Orders** to direct the following:

- the Board’s management, duties and functions;
- transitional matters related to the Capital Region Board Regulation;
- the requisition of operating and capital funds, record keeping and reporting; and
- any other matters deemed necessary by the Minister under the Board's Regulation. This may extend to legislative amendments to enable the Board to carry out its mandate, and the facilitation of access by the Board to funds and to borrow from the Alberta Capital Finance Authority, for regional projects approved by the Board.

Since the Board’s inception, the Government of Alberta has provided a **core operating grant** of $3 million for each of the Board’s fiscal years. The Board has occasionally applied for and received additional grant funding in support for regional collaboration.

**Insert**

**DECISION-MAKING STRUCTURE CHART**
Section 2 Reporting of 2015/16 Achievements

MOVING TOWARD NEXT GROWTH PLAN
Icon next to each one (Either next to each committee or at front of ‘work’ section).

GP UPDATE TASK FORCE WORK

By far the driving force of 2015/16 was the ramp up to the renewal of the 2010 Capital Region Growth Plan. In a thorough and sequential process, which began in 2014, the Growth Plan Update Task Force and its support team including a Regional Technical Advisory Committee worked through an analysis of the current plan’s policy gaps to establish:

- Principles, and clear policy direction
- Policy areas, adding Agriculture, Economic diversification and Climate Change
- A three-tier metropolitan region structure broadly defining a rural area, a metropolitan area and a metropolitan core

A key element of the new updated plan, Growth Plan 2.0, will be the inclusion of an Implementation Plan, with key performance indicators to establish baselines for better monitoring progress in subsequent plan updates.

Through 2015/16 the Task Force met nine times for a full day. Preparations for these were made during 14 day-long meetings of the core project team (Consultants and RTAC), where the findings of some 20 individual consultation sessions were reviewed.

Consultation session were held for internal stakeholders, including the Board, CAOs, Board Committees, Cities, Towns, Villages, and Counties and municipal staff; and relevant external groups including developers, regional businesses and institutions, indigenous communities, and Canadian Forces Base Namao.

A cross-ministerial team was formed to facilitate clear communication and strengthen a partnership with the province.

Input was also requested and gathered from the public via the CRB website and five regional Road Show public meetings held in
April 2015, where the growth plan and the update process were introduced.

This significant work culminated in the first draft of Growth Plan 2.0 in March 2016, setting up the final important consultations to produce a second draft. The Board will review and refine Draft #2 toward a final draft for its approval in October 2016. Growth Plan 2.0 is due to be delivered to the Minister of Municipal Affairs by October 13, 2016. It will take effect upon the province’s approval, expected in the spring of 2017.

GROWTH PLANNING INFORMED BY COMMITTEE WORK:

As a growth planning entity, the Capital Region Board tasks its committees with work directly related to the Growth Plan.

- **LAND USE & PLANNING COMMITTEE**
  A fundamental function of the Board is coordinating land use planning. In 2015 Committee milestones were:

  - **The Energy Corridors Master Plan** – Following a comprehensive 2014 study by the Energy Corridors Task Force, this first-ever Master Plan for establishing energy corridors presents options for action in the face of increasing constraints to get energy resources into Alberta’s Industrial Heartland.

  - **The Regional Transportation Priorities Report** – Now established as an annual review by regional transportation experts, this report lists the top priorities for transportation projects in the region. It is submitted to Alberta Transportation annually to assist the province in its three-year capital budget planning cycle.

  - **Twelve uncontested REF applications** – For the second year no REF applications were contested and therefore none went to the Board for decision.

Alongside land use, planning for regional growth includes the critical issues of housing the next million regional residents and moving them to and from their jobs.
o HOUSING COMMITTEE

In 2015 the Housing Committee milestones were:

- Sub-regional and Regional Housing Needs Assessment Reports – In another first for the Board, the Committee completed the region’s first complete standardized assessment of housing need. Assessments were done on a sub-regional basis and then data incorporated into a Regional Analysis and Report.

- The 2015 Housing Symposium – With the theme Housing for the Next Generation, the successful annual housing symposium was held in Fort Saskatchewan at the Dow Centennial Centre. It again sold out, providing 200 regional stakeholders a platform for education, sharing of best practices and networking.

- Direction on implementation of Market Affordable Housing Report – The Committee began the process of operationalizing recommendations from this 2012 report. Pilot project options were requested for action in 2016/17.

o TRANSIT COMMITTEE

In 2015 the Transit Committee milestones were:

- Transit Policy discussions with province and Calgary Regional Partnership – New inter-regional collaboration toward the development of provincial transit policy, which currently does not exist.

- A High Occupancy Vehicle (HOV) study for key regional planning data related to where HOV lanes would improve regional travel.

- A Special Needs Transportation Needs Assessment Study – commissioned to determine need in the senior and the persons-with-disabilities communities across the region.

Supporting the planning work of the Growth Plan Task Force and the Land Use, Housing and Transit Committees are the
Committees devoted to Communications and Financial governance.

ADVOCACY & MONITORING COMMITTEE

In 2015 the Outreach and Accountability milestones of the Advocacy & Monitoring Committee were:

- A Networking Event for regional Ministers and MLAs following the May 5, 2015 election of new majority government, led by premier Rachel Notley.
- The Update of the Three-Year Advocacy and Communications Strategic Plan, including the emphasis on planning for the launch of Growth Plan 2.0 in October 2016.

GOVERNANCE, PRIORITIES & FINANCE COMMITTEE

In 2015 the Governance, Priorities & Finance Committee kept the Capital Region Board grounded and forward focused with these milestones:

- New policy development responding to Board requests:
  - A Membership Review Policy, followed by a Membership Review that resulted in two member municipalities officially requesting to withdraw from the Board. The pending decision rests with the provincial government.
  - A Pay-to-Participate Policy, in response to the possibility of sub-regional collaborative projects requiring funding. Currently shared funding projects must include all members.
- The regular Committee Membership Review resulted in no change to Committee composition or leadership.
- A smooth transition to new budget year, now aligned with Government of Alberta fiscal year - April 1 – March 31.
Section 3 Financial Report (GPF approved May 26, 2016)

2015/16 Financials

- Independent Auditors' Report
- Management’s Responsibility for Financial Reporting
- Statement of Financial Position
- Statement of Operations and Accumulated Surplus
- Statement of Changes in Net Financial Assets
- Statement of Cash Flows
- Notes to Financial Statements
Capital Region Board Policies

Recommended Motion

*That the Governance, Priorities & Finance Committee recommend Policy F007 and G012 to the Capital Region Board for approval.*

**Background**

The Capital Region Board has established a consistent approach and philosophy for the development, review and approval of policies according to Policy G001 - Policy Development. Since 2010, the Board has approved corporate policies pertaining to administration, finance, and governance.

**Rationale**

In 2014, the CRB reviewed and approved 32 corporate policies to update and align with the Capital Region Board’s new committee structure approved in 2013.

Current policies and procedures continue to be updated as a result of the 2013 CRB committee structure decision, and new policies developed based on Board direction and needs.

There are two policies remaining for review as part of the four year review process:

1. G005 - Board Meeting Procedures
2. G011 - Board and Committee Member Code of Conduct and Ethics

One policy is up for an annual review in Q3 2016:

1. G019 - Capital Region Board Membership Review

**Attachments:**

1. F007 – Reserves
2. G012 - Committee and Task Force Terms of Reference
PURPOSE

To establish specific reserves for emergent financial needs and to set aside funds for the replacement of existing equipment and future projects.

POLICY

The Capital Region Board recognizes that the ongoing commitment of funds to specific reserves provides for contingency funding and flexibility.

GUIDELINES

1. All reserve transactions, re-designations, revisions and new reserve requests must be ratified by the Governance, Priorities, and Finance Committee.
2. All reserves must be fully described and must include a purpose, application and approval. Unless otherwise stated, all funds are considered committed for the specific purpose as outlined by the reserve.
3. All reserve accounts must be represented in the CRB’s financial statements.
4. All reserves must be reviewed annually by the Chief Executive Officer and the Governance, Priorities, and Finance Committee to determine if the reserves are still required. When the original intent of the reserve has been met or changed, any remaining amounts in the reserve shall, through an appropriate review and approval process by the Chief Executive Officer, Governance, Priorities, and Finance Committee and the CRB, be either returned to surplus or re-designated. The Governance, Priorities, and Finance Committee will approve and recommend any changes to reserves to the CRB.
5. Reserves can be funded from either internal or external sources.
6. Interest will not be paid to these reserves; but will accrue to general revenue.
7. All expenditures from reserves must have prior approval through the annual operating or capital budget; or from an approved carryover project; or by CRB resolution.
8. Approval to re-designate reserve funds or approval for inter-reserve transfers shall be obtained prior to the transaction occurring through approval of the Governance, Priorities, and Finance Committee.
9. All CRB reserves shall be administered by the Chief Executive Officer and in accordance with generally accepted accounting principles.
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<td>Amend</td>
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PURPOSE
To establish specific reserves for emergent financial needs and to set aside funds for the replacement of existing equipment and future projects.

POLICY
The Capital Region Board recognizes that the ongoing commitment of funds to specific reserves provides for contingency funding and flexibility.

GUIDELINES
1. All reserve transactions, re-designations, revisions and new reserve requests must be ratified by the Capital Region Board upon approval and recommendation from the Governance, Priorities, and Finance Committee.
2. All reserves must be fully described and must include a purpose, application and approval. Unless otherwise stated, all funds are considered committed for the specific purpose as outlined by the reserve.
3. All reserve accounts must be represented in the CRB’s financial statements.
4. All reserves must be reviewed annually by the Chief Executive Officer and the Governance, Priorities, and Finance Committee to determine if the reserves are still required. When the original intent of the reserve has been met or changed, any remaining amounts in the reserve shall, through an appropriate review and approval process by the Chief Executive Officer, Governance, Priorities, and Finance Committee and the CRB, be either returned to surplus or re-designated. The Governance, Priorities, and Finance Committee will approve and recommend any changes to reserves to the CRB.
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PURPOSE
To establish common terms of reference for committees and task forces.

POLICY
This policy provides the common terms of reference that Board committees and task forces shall apply in carrying out their specific mandates.

GUIDELINES
All committees and task force terms will be established with its own specific description, mandate and deliverables. Unless deemed otherwise by the Board, all committees and task forces will share the following common terms:

1. AUTHORITY
   a. 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.
   b. Task forces that have been established under the guidance the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.
   c. Task forces that have been established under the guidance of a specific committee are expected to seek counsel and support for any motions by their sponsoring committee before proceeding to the Board for decision.

2. AMENDMENTS TO THE TERMS OF REFERENCE
   At any time, a committee may consider changes to its Terms of Reference and recommend the proposed changes to the Governance, Priorities, and Finance Committee, through to the Board for review and approval.

3. MEMBERSHIP AND MEMBERSHIP TERMS
   Member Municipality Representation on committees and task forces shall be established by approved Terms of Reference for each committee or task force.

4. APPOINTMENT AND TERM OF THE CHAIR AND VICE-CHAIR
   Upon establishing a committee or task force, the committee or task force membership will appoint the Chair for each committee and task force. For committees, at the end of a two year period, once the membership has been reset, the committee may choose to elect its Chair and Vice-Chair.
5. **EX-OFFICIO**
   
a. The Board Chair will be considered non-voting ex-officio in all meeting groups with the exception of the Board and Advocacy and Monitoring Committee unless otherwise specified in a committee’s or task force’s terms of reference.
   
b. The CRB CEO will be considered non-voting in all meetings groups.

6. **DECISION MAKING**
   
a. Decisions, recommendations, and actions determined by each committee/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 a committee or task force, or their designated alternate, may vote. Each member will have one vote.
   
b. All motions must be moved by a voting member. Motions require a simple majority of members in attendance to pass a motion (50 percent plus one).

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

8. **DISPUTE RESOLUTION**
   
The committee and task force Chairs are 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 applicable standing committee or Board for discussion and resolution.

9. **SUPPORT/RESOURCES**
   
Committees and task forces will be supported by the Chief Executive Officer, Capital Region Board staff 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 a committee or task force project.

10. **COMMUNICATIONS**
   
The Chief Executive Officer will act as the single point of contact for all communications requests for the Board 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.

11. **STATUS OF MEETINGS**
   
a. Committee and 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. Committees and task forces may invite individuals from the province, industry, the general public or other Board, committee, task force members to participate in specific agenda items. Matters emerging and voted on from committees and task forces will become a matter of public record.
   
b. 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.
c. All members (elected and administrative) attending the in camera session shall respect the confidentiality of the in camera items.

12. REPORTING

Committees and task forces are expected to provide the Board, through established communication channels and schedules, advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

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

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

c. All committees and task forces will include their meeting minutes with the next Board meeting agenda package.

Nolan Crouse, Board Chair

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5. **EX-OFFICIO**
   a. The Board Chair will be considered non-voting ex-officio in all meeting groups with the exception of the Board and Performance-Advocacy Monitoring and Monitoring Committee unless otherwise specified in a committee’s or task force’s terms of reference.
   b. The CRB CEO will be considered non-voting in all meetings groups with the exception of the CAO Advisory Committee.

6. **DECISION MAKING**
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CRB Committee Structure Review

Recommended Motion

That the Governance, Priorities & Finance Committee postpone review of CRB Committee membership until a change in Board membership has been approved by the Province of Alberta.

Background

As per Policy G019 – Capital Region Board Membership Review Process:

The CEO shall conduct a Committee structure review within a six month period of any membership change occurring and present the results to the Governance, Priorities & Finance Committee through to the Board.

On September 10, 2015, the Board carried the following motions:

- That the Capital Region Board approve the amended Policy G019 – Capital Region Board Membership Review, as recommended by the Governance, Priorities & Finance Committee.

On October 8, 2015, the Board carried the following motions:

- That the Capital Region Board commence a membership review pursuant to Policy G019 – Capital Region Board Membership Review Process, and that the Minister of Municipal Affairs be notified of this undertaking.

Upon completion of the membership review two members expressed the desire to leave the Board. The Board supported their requests.

On March 15, 2016, the Board notified the Province of the desire of the two towns to withdraw their membership from the CRB.

On April 7, 2016, the Board received notice from the Province stating:

The Ministry is in the process of developing the legislative framework for growth management boards, including the CRB. The ministry will consider the CRB’s support for termination of the participation of the two towns and a related adjustment in the board’s voting structure in the course of this work.

Rationale

As there are no changes to membership it is recommended that the committee postpone this item until a change to membership occurs.

Attachments

1. Correspondence from the Province of Alberta to the CRB regarding membership
April 7, 2016

Mr. Nolan Crouse  
Chair  
Capital Region Board  
1100 Bell Tower  
10104 - 103 Avenue  
Edmonton AB T5J 0H8

Dear Mr. Crouse,

Thank you for your letters of March 15, 2016 regarding the Capital Region Board’s (CRB’s) voting structure and the membership of the towns of Lamont and Redwater in the CRB. I appreciate the CRB’s initiative in addressing membership issues and the ramifications of membership changes for the board’s governance.

As you know, the ministry is in the process of developing the legislative framework for growth management boards, including the CRB. The ministry will consider the CRB’s support for termination of the participation of the two towns and a related adjustment in the board’s voting structure in the course of this work.

I look forward to engaging further with the CRB on its membership, governance, and mandate to ensure that regional collaboration and co-ordinated decision-making in the Capital Region continue to advance shared outcomes benefitting our citizens.

Thank you again for writing.

Sincerely,

Hon. Danielle Larivee  
Minister of Municipal Affairs