Transition Task Force

Thursday, April 13, 2017
12:00 PM – 4:00 PM
Chateau Louis Conference Centre – Executive Room
11727- Kingsway Avenue, Edmonton, Alberta

Members:
William Choy, Town of Stony Plain (Chair)
Roxanne Carr, Strathcona County (Vice Chair)
Robert Cotterill, City of Spruce Grove (City Manager)
Dwight Ganske, Town of Stony Plain (Alternate)
Mike Heck, Parkland County (CAO)
Andy Isbister, Town of Morinville (CAO)
Don Iverson, City of Edmonton
Gary Klassen, City of Edmonton (Deputy City Manager)
Greg Krischke, City of Leduc
Bonnie Riddell, Strathcona County (Alternate)
Robyn Singleton, Lamont County (CAO)
Mel Smith, Town of Redwater (Alternate)
Michael Walters, City of Edmonton (Alternate)

Guests:
Gibby Davis, City of Edmonton
Trevor Duley, Sturgeon County
Susan Evans, Sturgeon County
Tom Goulden, Town of Stony Plain
Debbie Hamilton, Town of Redwater
Greg Hofmann, Town of Morinville
Brandy Kelly, City of Leduc
Marnie Lee, Strathcona County
Lori Lumsden, Town of Redwater
Eleanor Mohammed, Town of Beaumont
Nisha Patel, City of St. Albert
Lynette Tremblay, City of St. Albert

Regrets:
Randy Boyd, Town of Bon Accord
Dana Smith, City of Leduc (Alternate)

CRB Staff & Consultants:
Malcolm Bruce, CEO
Sharon Shuya, Project Manager
Neal Sarnecki, Project Manager
Brandt Denham, GIS Manager
Loreen Lennon, Communications Manager

Leslie Chivers, Operations Manager
Taylor Varro, Municipal Planning Intern
Allyson Jacques, Administrative Assistant
1. CALL TO ORDER and Chair's Opening Remarks
   Chair, Mayor William Choy called the meeting to order at 12:00 p.m.

2. Approval of Agenda
   Motion: That the agenda of April 13, 2017 be approved, as amended.
   Moved by: Mayor Roxanne Carr, Strathcona County
   Decision: Carried unanimously

3. Approval of Minutes of March 8, 2017
   Motion: That the minutes of March 8, 2017 be approved, as amended.
   Moved by: Mayor Greg Krischke, City of Leduc
   Decision: Carried unanimously

4. Review of March 8 Meeting Outcomes
   a. Transition Task Force Terms of Reference
   b. Board Committee and Task Force Concept
   c. Delegation of Authority Schedule
   
   Motion: That the Transition Task Force recommend administration bring back a high level
   recommendation for implementing a Board Evaluation process similar to a 360 degree
   feedback, for consideration by the Task Force.
   Moved by: Mayor Don Iveson, City of Edmonton
   Decision: Carried unanimously

   d. Board and Committee Schedule

   Items 4a, b, and d accepted as information.

5. Metro Mayors Report Discussion/Regional Input
   
   Motion: That the Transition Task Force refer the alternate Governance Model presented by
   Parkland and Spruce Grove CAOs to CRB administration to discuss with the Edmonton
   Metropolitan Region Board CAOs and bring back a recommendation to the next Task Force
   meeting, and that the discussion be facilitated by a third party with Governance expertise.
   Moved by: Mayor Don Iveson, City of Edmonton
   Decision: Carried unanimously
6. Board Governance Discussion
   a. Governance Structure Concept
   b. Executive Committee Terms of Reference
   c. Audit & Finance Committee Terms of Reference
   d. Task Force(s) Terms of Reference
   e. CAO Advisory Group Terms of Reference

   The chair moved that items 6a, b, c, d, and e be deferred to the May 10, 2017 Transition Task Force meeting.

   f. Selection of Board Chair

   Motion: That the Transition Task Force endorse the recommendation that the Board hire an interim Board Chair to guide the Board through the first two years of the transition to a new Board, with the option to extend the contract for a second term, and forward the new contract to the Board for approval.

   Moved by: Mayor Roxanne Carr, Strathcona County
   Decision: Carried unanimously

7. Board Mandate/Implementation Priorities

   Motion: That the Transition Task Force endorse the 2018/2019 Implementation Priorities and direct administration to come back with a work plan for consideration by the Task Force at its next meeting.

   Moved by: Mayor Mel Smith, Town of Redwater
   Decision: Carried unanimously

8. Provincial Advocacy Update

   Malcolm Bruce, CEO, deferred the Provincial Advocacy update to the May 10, 2017 meeting.

9. Schedule of Board Approvals

   Motion: That the Transition Task Force endorse the Schedule of Transition Task Force outcomes to be approved by the Board, as amended, and subject to the outcomes being endorsed by the Task Force.

   Moved by: Mayor Don Iveson, City of Edmonton
   Decision: Carried unanimously

10. Board Recognition and Farewell Update

    Malcolm Bruce, CEO, gave an update on the Board Recognition and Farewell tentative plans.
11. Next Meeting:

May 10, 2017, 12:00 p.m. – 4:00 p.m. Bell Tower 2nd Floor, 10104 – 103 Avenue, Aspen Meeting Boardroom #2

12. ADJOURNMENT

The Chair declared the meeting adjourned at 2:27 p.m.

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Committee Chair, William Choy