



## Transition Task Force

Thursday, April 13, 2017

12:00 PM – 4:00 PM

Chateau Louis Conference Centre – Executive Room  
11727- Kingsway Avenue, Edmonton, Alberta

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### 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 Iveson, *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.

TTF2017-10

**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.

TTF2017-11

**Moved by:** Mayor Greg Kruschke, *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.

TTF2017-12

**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.

TTF2017-13

**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

TTF2017-14

**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 it to the Board for approval.

**Moved by:** Mayor Roxanne Carr, *Strathcona County*

**Decision:** Carried unanimously

## 7. Board Mandate/Implementation Priorities

TTF2017-15

**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

TTF2017-16

**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 2<sup>nd</sup> 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