Governance, Priorities & Finance Committee

Agenda

Monday, September 21, 2015
9:30 a.m. – Noon
Capital Region Board Office, Large Boardroom
1100 Bell Tower, 10104 103 Avenue, Edmonton

Agenda Items

1. **Call to Order** – *Mayor Camille Berube, Chair*

2. **Chair’s Opening Remarks**

3. **Approval of Agenda** – *Mayor Camille Berube, Chair*

4. **Approval of Minutes of August 20, 2015** – *Mayor Camille Berube, Chair*  
   Page 3 of 40

5. **Policy Updates - G013** – *Mayor Camille Berube, Chair*  
   Page 6 of 40
   
   **Recommended Motion:** That the Governance, Priorities & Finance Committee recommend Policy G013 to the Capital Region Board for approval.

6. **Review of 2016/17 Committee Work Plans** – *Mayor Camille Berube, Chair*  
   Page 27 of 40
   
   **Recommended Motion:** That the Governance Priorities & Finance Committee recommend the 2016/17 work plans to the Capital Region Board for approval in the preparation of the Board’s 2016/17 budget.

7. **Review of Draft Budget** – *Mayor Camille Berube, Chair*  
   Page 33 of 40
   
   a. **Budget - Matching Funding Options**
   
   **Recommended Motion - Ongoing Membership Contribution:** That the Governance Priorities & Finance Committee recommend the Capital Region Board approve ongoing membership contributions, set annually based on budget needs.

   **OR**
8. **Acting Chair**

9. **CEO Update** – Malcolm Bruce, CEO

10. **Next Meeting** – Mayor Camille Berube, Chair
    - November 26 at 1:30 – 4:00 p.m., Large Boardroom, CRB Office

11. **Adjournment** – Mayor Camille Berube, Chair
Governance, Priorities & Finance Committee

Thursday, August 20, 2015
2:00 p.m. – 4:00 p.m.
Capital Region Board Office – Large Boardroom
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)
Cathy Heron, City of St. Albert
Rod Shaigec, Parkland County (alternate)
Michael Walters, City of Edmonton
Wayne Woldanski, Lamont County

Guests:
Gibby Davis, City of Edmonton
Jacquie Hansen, City of St. Albert
Deb Hamilton, Town of Redwater
Doug Lagore, City of Leduc
Marnie Lee, Strathcona County
Yolande Shaw, Strathcona County
Joyce Tustian, WMC

Regrets:
Wally Yachimetz, Town of Calmar

CRB Staff & Consultants:
Malcolm Bruce, CEO
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Stephanie Chai, Project Manager
Loreen Lennon, Communications Manager
Leslie Chivers, Operations Manager
Charlene Chauvette, Office Manager
Lisa Saskiw, Administrative Assistant

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 June 15, 2015 be approved.
Moved by: Mayor Randy Boyd, Town of Bon Accord
Decision: Carried unanimously
4. **Approval of Minutes of June 15, 2015**

**Motion:** That the minutes of June 15, 2015 be approved.

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

**Decision:** Carried unanimously

5. **Policy Updates**

**Motion:** That the Governance, Priorities & Finance Committee withdraw discussion of Policy G013, and move to the next Committee meeting.

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

**Decision:** Carried unanimously

**Motion:** That the Governance, Priorities & Finance Committee recommend Policy G014, as amended, to the Capital Region Board for approval.

**Moved by:** Councillor Cathy Heron, City of St. Albert

**Decision:** Carried unanimously

6. **Membership Review**

**Motion:** That the Governance, Priorities & Finance Committee recommend Policy G019 – Capital Region Board Membership Review, as amended, to the Capital Region Board for approval.

**Moved by:** Mayor Art Erickson, Village of Wabamun

**Decision:** Carried unanimously

Mayor Erickson left the meeting prior to the passing of motion #7.

7. **Economic Development Initiative**

**Motion:** That the Governance, Priorities & Finance Committee recommend The Edmonton Metropolitan Region Economic Development Strategy and Framework, as amended to include funding from all members based on the CRB cost allocation formula, to the Capital Region Board for approval and implementation.

**Moved by:** Councillor Cathy Heron, City of St. Albert

**Decision:** Carried

8. **Terms of Reference**

**a. Advocacy & Monitoring Committee**

**Motion:** That the Governance, Priorities & Finance Committee recommend the revised Advocacy & Monitoring Committee Terms of Reference to the Capital Region Board for approval.

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

**Decision:** Carried Unanimously
b. Housing Committee

**Motion:** That the Governance, Priorities & Finance Committee recommend the revised Housing Committee Terms of Reference to the Capital Region Board for approval.

**Moved by:** Councillor Michael Walters, City of Edmonton

**Decision:** Carried unanimously

9. Information Requests from the Board

10. Growth Plan Update Input

11. Updated Meeting Schedule

   It was agreed by unanimous consensus that the Governance, Priorities & Finance Committee accept the updated meeting schedule as recommended by CRB Administration, noting the November meeting would need to be changed.

12. CEO Update

13. ADJOURNMENT

   The Chair declared the meeting adjourned at 4:35 p.m.

   **Next Meeting:** September 21, 2015 at 9:30 a.m., CRB Office – Large Boardroom

__________________________
Committee Chair, Camille Berube
Policy Amendments

Recommended Motion

That the Governance, Priorities & Finance Committee recommend Policy G013 to the Capital Region Board for approval.

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

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. The CRB policy review updated existing policy with comments from member municipalities and administrative changes.

Policies and procedures continue to be updated as a result of the 2013 CRB committee structure Board decision and developed based on Board direction and needs. The attached is a key policy to be reviewed by the Governance, Priorities & Finance Committee for Board approval.

Highlighted throughout Policy G013:

- technical changes were made to ensure consistency with other policies
- a clarifying statement was added to define ‘meeting’
- a committee or task force member, attending remotely (phone, video, etc.) counts toward quorum
- clarity was provided around when a Notice of Motion can be given
- clarity was provided in regard to absent members and voting as this was in direct conflict with committee and task force terms of reference

Attachments:

1. Policy G013 – Committee and Task Force Meeting Procedures
PURPOSE

To regulate the proceedings of the Capital Region Board committee and task force meetings.

POLICY

The Capital Region Board shall conduct committee and task force meetings efficiently, effectively, and in an orderly manner in accordance with approved guidelines.

GUIDELINES

1. DEFINITIONS
   a. “Act” means the Municipal Government Act, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
   b. “adjourn” used in relation to any meeting means to terminate the meeting;
   c. "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
   d. "member" means a representative of a municipality on a committee or task force;
   e. “Chief Executive Officer” means the Chief Executive Officer of the Capital Region;
   f. “CRB” means the Capital Region Board;
   g. "in camera" means the portion of a meeting at which only members of the Capital Region Board, and committee or task force, and other persons specified by the committee or task force Chair may attend;
   h. “meeting” means when members of a decision-making body are invited to discuss matters within their jurisdiction resulting in a decision-making process;
   i. "orders of the day" means a requirement that the Chair return to the pre-determined agenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;
   j. “participating municipality” means a municipality listed in the schedule of the Capital Region Board Regulation;
   k. “point of order” means a demand by a member that the Chair enforce the rules of procedure;
   l. “point of privilege” means a request made to the Chair by a member on any matter related to the rights and privileges of the members and includes:
      i. the comfort of members
      ii. the conduct of CRB Employees or members of the public in attendance at the meeting;
      iii. the accuracy of the reports of the committee or task force proceedings; and
      iv. the reputation of the members;
   m. “postpone” means to delay the consideration of any matter, either:
      i. to later in the meeting;
      ii. to a specified time and/or date;
      iii. until the occurrence of an event; or
      iv. indefinitely;
n. “public meeting” means a meeting a committee or task force at which members of the public may attend and may be invited to make verbal and/or written submissions;

o. “recess” means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;

p. "reconsider" means to bring forward for consideration of the committee or task force a motion that has already been brought before, and voted upon, earlier in the same meeting;

q. “refer” means to send a pending motion or agenda item to the Board, committee, task force, or CRB administration for investigation and report;

r. "renew" means to bring forward to a later meeting a previously defeated motion; and

s. "table" means to lay the impending question aside temporarily when something else of immediate urgency has arisen.

2. APPLICATION AND INTERPRETATION

a. This policy shall apply to all committee and task force meetings of the Capital Region Board.

b. To the extent that a matter is not dealt with in this policy, committees and task forces shall have regard to Robert’s Rules of Order Newly Revised.

c. The precedence of the rules governing the procedures of c is:

   i. the Municipal Government Act (Divisions 3 and 4, Part 15.1);
   ii. Capital Region Board Regulation, ALTA. Reg. 38/2012;
   iii. this policy;
   iv. the committee or task force Terms of Reference; and

d. Committees and task forces may waive all or part of the provisions of this policy for a meeting if the members approve by motion, or consent.

3. REGULAR OR SPECIAL MEETINGS

a. Date and time for meetings will be determined by the Chair and the Chief Executive Officer.

b. All meetings will be open to members of the public except for the in camera portion of the meeting.

c. Meetings will not be voice recorded.

4. SEATING

a. The seats of members shall be chosen by Capital Region Board administration.

5. QUORUM

a. Quorum is defined as fifty percent plus one of standing membership.

b. A committee or task force member, who is attending a committee or task force meeting from a remote location, counts toward quorum.

6. DUTIES OF OFFICIALS

a. The Chair shall:

   i. open and adjourn meetings;
   ii. chair meetings;
   iii. preserve order and decorum in meetings;
   iv. rule on all questions of procedure;
   v. ensure that each member who wishes to speak on a debatable motion is granted the opportunity to do so;
   vi. determine the speaking order when two or more members or others wish to speak; and
vii. decides who, aside from members of, may address the committee or task force.

viii. have voting rights as a member representing their municipality.

b. The Vice-Chair shall chair meetings when the Chair is absent or unable to act as Chair and shall have all the powers and responsibilities of the Chair under this policy during the absence or incapacity of the Chair. The Vice-Chair has voting rights as a member representing his/her municipality.

c. The Chief Executive Officer or his/her delegate shall, subject to Division 3 and 4, Part 15.1 of the Municipal Government Act and the Capital Region Board Regulation:

   i. provide information and advice with respect to the operation of the CRB;
   ii. when requested, provide information and advice to the Chair on procedural matters in meetings;
   iii. ensure all minutes of the meetings are recorded and provide secretariat functions for meetings;
   iv. receive recommendations for resolutions and make them available to each member; and
   v. review proposed policies to ensure compliance with this policy and to advise of the existence of complementary and conflicting provisions in other policies.

7. Conduct at Meetings

a. Agenda

   i. The proposed agenda for each meeting shall be established by the Chair with support from the Chief Executive Officer or his/her delegate.
   ii. The proposed agenda shall include:
      I. all recommendations for resolutions received in accordance with 9.a.i
      II. all matters scheduled to that meeting by prior resolution of the committee or task force; and
      III. such other items of business as determined by the Chair.
   iii. In establishing the agenda, the Chair may establish a specific time for the introduction of and debate on any agenda item.
   iv. The first order of business at any meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that the committee or task force may approve.
   v. The order of business at a meeting shall be the order of the items on the adopted agenda.
   vi. After adoption of the agenda, the committee or task force may alter the order of the items on the agenda, by vote or consensus, for convenience of the meeting.

b. Rules Governing Debate

   i. A motion must be made by a member before the committee or task force can debate an item.
   ii. A seconder to a motion is not required.
   iii. All discussion at a meeting shall be directed through the Chair.
   iv. A member who has made a motion may speak either in favour of, or in opposition to, the motion.
   v. Notwithstanding 7.b.iv:
      I. a member may ask questions of the CRB administration or other members on any motion or amendment to a motion;
      II. a member may speak to answer questions put by other members; and
      III. a member who has made a motion may speak last to close the debate.
   vi. The Chair may participate in debate on any matter before the committee or task force by relinquishing the chair.
   vii. The Chair may make a motion on any matter on the agenda but before doing so the Chair must relinquish the chair to the Vice-Chair until the vote on the motion has been taken.
   viii. A member who is speaking may be interrupted by the Chair if:
      I. the member speaking is out of order; or
II. the matter being addressed by the member speaking is outside the jurisdiction of the committee or task force.

ix. A member who is speaking may only be interrupted by another member on:
   I. a point of privilege; or
   II. a point of order.

x. The member who is speaking when a point of order or privilege is raised shall cease speaking immediately.

xi. The Chair may grant permission:
   I. to the member raising the point to explain the point briefly; and
   II. to the member who was speaking to respond briefly; but otherwise a point of order or privilege is not debatable or amendable.

xii. The Chair must rule on a point of order or privilege and no vote will be taken unless there is a challenge by a member to the ruling.

xiii. The Chair may seek advice from the Chief Executive Officer on a point of order or privilege or to determine whether a matter is within the jurisdiction of the committee or task force.

xiv. Items that are on the agenda and do not have a recommended motion may be discussed by the committee or task force at the discretion of the Chair.

c. Challenging the Ruling of the Chair
   i. Any member may challenge the ruling of the Chair on a point of order or privilege and state the terms of the challenge.
   ii. When there is a challenge to the ruling of the Chair, all further debate shall cease until the challenge has been dealt with.
   iii. If a ruling of the Chair is challenged, the Chair shall briefly state the reasons for the Chair’s ruling and then put the question to the committee or task force.
   iv. The committee or task force shall decide the challenge, by vote, without debate.
   v. The decision of the committee or task force on the challenge is final.
   vi. If the Chair refuses to put the challenge to the committee or task force, the committee or task force may request that the Vice-Chair assume the chair in order that the challenge to the Chair’s ruling can be put to the committee or task force in accordance with the provisions herein. The result of the vote is as binding as if conducted under the Chair or Interim Chair and the Chair or Interim Chair shall abide by the result.

8. MAINTAINING ORDER IN COMMITTEE OR TASK FORCE MEETINGS

a. Order in Committee or Task Force Meetings – Members
   i. The Chair or Interim Chair may call to order any member of the committee or task force who is out of order.
   ii. A member of the committee or task force who is called to order must cease talking or otherwise engaging in the activity specified by the Chair or Interim Chair in the call to order.
   iii. When a committee or task force Member has been called to order but persists in breaching the order of the committee or task force, the Chair or Interim Chair may name the member and declare the offence.
   iv. The Chief Executive Officer shall ensure the offence is noted in the minutes.
   v. If a member of the committee or task force who has been named apologizes to the committee or task force and withdraws the offensive statement or action, then the Chair or Interim Chair may direct that the notation of the offence be removed from the minutes.
   vi. A committee or task force member who is called to order or named may immediately thereafter challenge the ruling of the Chair or Interim Chair and state the terms of the challenge.
vii. When there is a challenge to the ruling of the Chair or Interim Chair, all further debate shall cease until the challenge has been dealt with by the committee or task force. A challenge of the Chair’s or Interim Chair’s ruling shall follow those procedures outlined herein.

b. Order in Committee or Task Force Meetings – The Public
   i. Only committee or task force members, the Chief Executive Officer, and those individuals authorized by the Chief Executive Officer may be present on the floor of the meeting.
   ii. A person not listed in section 8.b.i may be present on the floor of the committee or task force meeting if that person has first received the approval of the Chair or Interim Chair.
   iii. The Chief Executive Officer or an employee or consultant authorized by the Chief Executive Officer may address the committee or task force from the floor of the committee or task force meeting, if recognized by the Chair or Interim Chair.
   iv. A person not listed in 8.b.i may address the committee or task force from the public gallery with permission of the Chair or Interim Chair. A member may, through the Chair or Interim Chair, request permission for an employee of that municipality to address the committee or task force.
   v. No person present in the public gallery or on the floor of the meeting shall cause any disturbance, interrupt any speaker or interfere with the action of the committee or task force.
   vi. The Chair or Interim Chair may call to order any person on the floor or in the public gallery who has created a disturbance and may expel that person from the committee or task force meeting.

9. RULES FOR MOTIONS

a. Motions
   i. A motion must be made prior to a vote occurring.
   v. A recommendation in a report is not a motion until a member moves it.
   vi. The committee or task force shall consider only one motion at a time.
   vii. After a motion has been moved, it may not be withdrawn without the consent of the committee or task force.
   viii. The following motions are not debatable by the committee or task force:
       I. to raise a point of privilege;
       II. to call for orders of the day;
       III. to raise a point of order;
       IV. to withdraw a motion;
       V. to recess or adjourn the meeting;
       VI. to challenge a ruling of the chair; or
       VII. to table a motion.
   ix. When a motion has been made and is being considered, no member may make any other motion except:
       I. as set out in 9.a.v;
       II. to amend the motion;
       III. to refer the main motion to the CRB administration, a committee, task force, or some other person or group for consideration; or
       IV. to postpone consideration of the motion.
   x. Motions shall have precedence in accordance with the order that they are listed in 9.a.viii and then in 9.a.ix(2), 9.a.ix(3) and 9.a.ix(4).
   xi. If a motion is voted on by the committee or task force, a committee or task force member who voted on the prevailing side may move, at the same meeting or continuation thereof, that the vote be reconsidered, provided that the vote has not caused an irrevocable action.
   xii. If a motion fails, the same motion shall not be renewed unless one year has passed since the date that the motion was defeated.
xiii. Notwithstanding 9.a.xi, if a motion is defeated, a committee or task force member may introduce a motion calling on the committee or task force to renew the motion if:
   I. the committee or task force member who wishes to have the Committee or task force renew a motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate; and
   II. the committee or task force grants leave to a committee or task force member to introduce a motion calling on the committee or task force to renew the motion.

xiv. If a motion succeeds, a committee or task force member may introduce a motion calling on the committee or task force to rescind the motion or amend a motion previously adopted provided that the committee or task force member sets out in writing what special or exceptional circumstances warrant further debate.

xv. A motion to rescind, renew or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.

xvi. The committee or task force may consider in camera 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.

xvii. The committee or task force may not vote on motions in camera except a motion to revert to a meeting held in public.

b. Amendments to Motions
   i. A committee or task force member who moved a motion may not move an amendment to it.
   ii. Any committee or task force member, other than the committee or task force member who moved the main motion, may move to amend a motion.
   iii. The committee or task force member who moved the main motion may move an amendment to the amendment.
   iv. The Chair or Interim Chair shall allow only:
       1. one amendment to the main motion; and
       2. one amendment to the amendment to be advanced and considered at a time.
   v. The committee or task force must vote:
       1. on an amendment to the amendment, if any, before voting on the amendment; and
       2. on any amendment before voting on the main motion.
   vi. When an amendment is on the floor, the committee or task force may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.
   vii. The Chair or Interim Chair shall not put the main motion under debate to a vote until all amendments to it have been put to a vote of the committee or task force.
   viii. Once all amendments to the main motion have been voted on, the Chair or Interim Chair shall put forth the main motion under debate to the committee or task force for a vote, incorporating the amendments that have been passed by the committee or task force.
   ix. Notwithstanding anything in this section, a committee or task force member who has moved a motion may restate the motion to include a proposed amendment if no other committee or task force member objects.

c. Motions to Refer
   i. Any committee or task force member may move to refer any main motion, and any pending amendments, to a committee or task force or the CRB administration for investigation and report.
   ii. A motion to refer:
       1. is debatable;
       2. precludes any further amendment to the main motion, until the motion to refer has been addressed by the committee or task force; and
3. shall include instructions indicating, who the receiving body is, what the receiving body is to do and the date by which the committee or task force requires a response.

iii. The Chair or Interim Chair shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.

iv. Once the receiving body commences its deliberations, the receiving body may recommend for adoption any amendment to the resolution so referred without regard to any amendments considered by the committee or task force prior to the referral. The resolution proposed by the receiving body shall be as if introduced to the committee or task force for the first time and the committee or task force shall be free to consider any amendment to it.

d. Splitting a Motion

i. When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a committee or task force member may request that the motion be split into parts so that each part may be voted upon individually.

ii. A committee or task force member who requests that a motion be split into parts may reword the parts so that the syntactical integrity of each part is maintained, but in doing so shall not change the intent of each part.

iii. The Chief Executive Officer may, on the request of the Chair or Interim Chair, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by the committee or task force.

e. Tabling Motions

i. A motion may be tabled by a vote of the committee or task force.

ii. A motion to table:
   1. includes all other motions; and
   2. takes precedence over any other motion connected with the motion being tabled.

iii. A motion that has been tabled may be raised from the table at any time by a vote of the committee or task force.

iv. If a motion to raise a motion from the table is defeated, it may only be made again after the committee or task force has addressed some other matter or business.

v. When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.

vi. A motion fails if it is not raised from the table within one year of being tabled.

viii. A motion to table such determination to another meeting is not permitted. If the committee or task force is unable to make a determination and additional information is necessary to duly make the decision, the committee or task force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.

f. Postponing Motions

i. A motion may be postponed:
   1. to later in the meeting to enable the committee or task force to deal with other more pressing matters; or
   2. to a specified time and/or date; or
   3. until the occurrence of an event; or
   4. indefinitely.

ii. A motion to postpone:
   1. includes the motion being postponed and all connected amendments; and
   2. takes precedence over any other motion connected with the motion being postponed.
ix. A motion that has been postponed under 9.f.i(1) or 9.f.i(4) may be considered at any time by a vote of the committee or task force.

x. If a motion to consider a postponed motion is defeated, it may only be made again after the committee or task force has addressed some other matter or business.

xi. When a motion that has been postponed is brought back to the committee or task force, it is brought back with all motions connected with it, exactly as it was when postponed.

xii. If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.

xiii. A motion to postpone such determination to another meeting is not permitted. If the committee or task force is unable to make a determination and additional information is necessary to duly make the decision, the committee or task force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.

g Notice of Motion

i. Prior to the committee or task force adjourning a committee or task force meeting, committee or task force members will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the Chief Executive Officer with a written copy of the notice.

ii. A notice of motion given at a committee or task force meeting will automatically appear on the agenda of the next regular committee or task force meeting unless otherwise directed or agreed upon by the Chair/Interim Chair or Chief Executive Officer or the Notice Provider.

iv. A motion for notice is not debatable until a committee or task force member moves the motion.

10. VOTING

a. Subject to the committee or task force terms of reference, each member has one vote.

b. A motion will be carried when a motion is supported by quorum.

c. A committee or task force member may request a vote be recorded any time before the vote is taken.

d. When a vote is recorded, the minutes must indicate which committee or task force member requested the recorded vote and list the municipalities voting for or against the motion. Additionally, those municipalities that are absent will be recorded in the minutes even though their vote is recorded in favour.

11. INFORMATION REQUESTS

a. A committee or task force member wishing to make an information request of CRB administration shall present it to the committee or task force at the appropriate time on the agenda of a regular committee or task force meeting.

b. If the Chief Executive Officer is unable to answer the information request at the meeting, the Chief Executive Officer will forward the request to the appropriate entity for a response.

c. Information Requests will appear on a subsequent agenda.

d. If the Chief Executive Officer determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the Freedom of Information and Protection of Privacy Act, the Chief Executive Officer shall file a response with the committee or task force stating the reasons for withholding the information.

e. If the Chief Executive Officer determines that the time and cost of compiling the information will be considerable, the Chief Executive Officer shall request a resolution of the committee or task force to approve the request either at the same meeting or a future meeting.
f. If a committee or task force member who has made an information request wishes to withdraw the request, that committee or task force member shall so inform the committee or task force.

12. ADJOURNING THE MEETING

a. When the Chair or Interim Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair or Interim Chair may adjourn or request a motion to adjourn the meeting.
b. Any committee or task force member may move to adjourn the meeting at any time.
PURPOSE

To regulate the proceedings of the Capital Region Board Committee and Task Force meetings.

POLICY

The Capital Region Board shall conduct Committee and Task Force meetings efficiently, effectively, and in an orderly manner in accordance with approved guidelines.

GUIDELINES

1. DEFINITIONS

a. “Act” means the Municipal Government Act, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;

b. “adjourn” used in relation to any meeting means to terminate the meeting;

c. "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;

d. "member" means a representative of a municipality on a Committee or Task Force;

e. “Chief Executive Officer” means the Chief Executive Officer of the Capital Region Board or his/her Chief Executive Officer;

f. “CRB” means the Capital Region Board;

g. "in camera" means the portion of a meeting at which only members of the Capital Region Board, Committee or Task Force, and other persons specified by the Committee Chair may attend;

h. “meeting” means when members of a decision-making body are invited to discuss matters within their jurisdiction resulting in a decision-making process;

i. “orders of the day” means a requirement that the Chair return to the pre-determined agenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;

j. “participating municipality” means a municipality listed in the schedule of the Capital Region Board Regulation;

k. “point of order” means a demand by a member that the Chair enforce the rules of procedure;

l. “point of privilege” means a request made to the Chair by a member on any matter related to the rights and privileges of the members and includes:

   i. the comfort of members

   ii. the conduct of CRB Employees or members of the public in attendance at the meeting;

   iii. the accuracy of the reports of the Committee or Task Force proceedings; and

   iv. the reputation of the members;

m. “postpone” means to delay the consideration of any matter, either:
i. to later in the meeting;
ii. to a specified time and/or date;
iii. until the occurrence of an event; or
iv. indefinitely.

“public meeting” means a meeting of a Committee or Task Force at which members of the public may attend and may be invited to make verbal and/or written submissions;

“recess” means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;

"reconsider" means to bring forward for consideration of the Committee or Task Force a motion that has already been brought before, and voted upon, earlier in the same meeting;

"refer" means to send a pending motion or agenda item to the Board, Committee, Task Force, or CRB administration for investigation and report;

"renew" means to bring forward to a later meeting a previously defeated motion; and

“table” means to lay the impending question aside temporarily when something else of immediate urgency has arisen.

2. APPLICATION AND INTERPRETATION

a. This policy shall apply to all Committee and Task Force meetings of the Capital Region Board.

b. To the extent that a matter is not dealt with in this policy, Committees and Task Forces shall have regard to Robert’s Rules of Order Newly Revised.

c. The precedence of the rules governing the procedures of Committee meetings is:
   i. the Municipal Government Act (Divisions 3 and 4, Part 15.1);
   ii. Capital Region Board Regulation, ALTA, Reg. 38/2012;
   iii. this policy;
   iv. the committee or task force Terms of Reference;


d. Committees and task forces may waive all or part of the provisions of this policy for a meeting if the members approve by motion or consent.

3. REGULAR OR SPECIAL MEETINGS

a. Date and time for meetings will be determined by the Chair and the Chief Executive Officer.

b. All meetings will be open to members of the public except for the in camera portion of the meeting.

c. Committees and task forces have the authority to move in camera 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.

d. During the in camera portion of a meeting, a motion may not be passed, except to revert to a meeting held in public.

e. Meetings will not be voice recorded.

4. SEATING

a. The Chair and Vice-Chair shall occupy the head of the meeting table.

b. The seats of other members shall be chosen by Capital Region Board administration.

5. QUORUM

a. Quorum is defined as fifty percent plus one of standing membership.
a. b. A committee or task force member, who is attending a committee or task force meeting from a remote location, counts toward quorum.

6. DUTIES OF OFFICIALS

a. The Chair shall:
   i. open and adjourn meetings;
   ii. chair meetings;
   iii. preserve order and decorum in meetings;
   iv. rule on all questions of procedure;
   v. ensure that each member who wishes to speak on a debatable motion is granted the opportunity to do so;
   vi. determine the speaking order when two or more members or others wish to speak; and
   vii. decides who, aside from members of, may address the Committee or Task Force committee or task force.

b. The Chair has voting rights as a member representing their municipality.

c. The Vice-Chair shall chair meetings when the Chair is absent or unable to act as Chair and shall have all the powers and responsibilities of the Chair under this policy during the absence or incapacity of the Chair.

d. The Vice-Chair has voting rights as a member representing his/her municipality.

d. c. The Chief Executive Officer or his/her delegate shall, subject to Division 3 and 4, Part 15.1 of the Municipal Government Act and the Capital Region Board Regulation:
   i. provide information and advice with respect to the operation of the CRB;
   ii. when requested, provide information and advice to the Chair on procedural matters in meetings;
   iii. ensure all minutes of the meetings are recorded and provide secretariat functions for meetings;
   iv. receive recommendations for resolutions and make them available to each member; and
   v. review proposed policies to ensure compliance with this policy and to advise of the existence of complementary and conflicting provisions in other policies.

7. CONDUCT AT MEETINGS

a. Agenda
   i. The proposed agenda for each meeting shall be established by the Chair with support from the Chief Executive Officer or his/her delegate.
   ii. The proposed agenda shall include:
      I. all recommendations for resolutions received in accordance with 9.a.i; 9.a.ii; and 9.a.iii;
      II. all matters scheduled to that meeting by prior resolution of the Committee or Task Force committee or task force; and
      III. such other items of business as determined by the Chair.
   iii. In establishing the agenda, the Chair may establish a specific time for the introduction of and debate on any agenda item.
   iv. The first order of business at any meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that the Committee or Task Force committee or task force may approve.
   v. The order of business at a meeting shall be the order of the items on the adopted agenda.
vi. After adoption of the agenda, the Committee or Task Force may alter the order of the items on the agenda, by vote or consensus, for convenience of the meeting.

b. Rules Governing Debate
   i. A motion must be made by a Member-member before the Committee or Task Force can debate an item.
   ii. A seconder to a motion is not required.
   iii. All discussion at a meeting shall be directed through the Chair.
   iv. A member who has made a motion may speak either in favour of, or in opposition to, the motion.
   v. Notwithstanding 7.b.iv:
      I. a member may ask questions of the CRB administration or other members on any motion or amendment to a motion;
      II. a member may speak to answer questions put by other members; and
      III. a member who has made a motion may speak last to close the debate.
   vi. The Chair may participate in debate on any matter before the Committee or Task Force by relinquishing the chair.
      vii. The Chair may make a motion on any matter on the agenda but before doing so the Chair must relinquish the chair to the Vice-Chair until the vote on the motion has been taken.
   viii. A member who is speaking may be interrupted by the Chair if:
      I. the member speaking is out of order; or
      II. the matter being addressed by the member speaking is outside the jurisdiction of the Committee or Task Force.
   ix. A member who is speaking may only be interrupted by another member on:
      I. a point of privilege; or
      II. a point of order.
   x. The member who is speaking when a point of order or privilege is raised shall cease speaking immediately.
   xi. The Chair may grant permission:
      I. to the Member-member raising the point to explain the point briefly; and
      II. to the Member-member who was speaking to respond briefly; but otherwise a point of order or privilege is not debatable or amendable.
   xii. The Chair must rule on a point of order or privilege and no vote will be taken unless there is a challenge by a member to the ruling.
   xiii. The Chair may seek advice from the Chief Executive Officer on a point of order or privilege or to determine whether a matter is within the jurisdiction of the Committee or Task Force.
   xiv. Items that are on the agenda and do not have a recommended motion may be discussed by the Committee or Task Force at the discretion of the Chair.

c. Challenging the Ruling of the Chair
   i. Any member may challenge the ruling of the Chair on a point of order or privilege and state the terms of the challenge.
   ii. When there is a challenge to the ruling of the Chair, all further debate shall cease until the challenge has been dealt with.
   iii. If a ruling of the Chair is challenged, the Chair shall briefly state the reasons for the Chair’s ruling and then put the question to the Committee or Task Force.
   iv. The Committee or Task Force shall decide the challenge, by vote, without debate.
v. The decision of the Committee or Task Force on the challenge is final.

vi. If the Chair refuses to put the challenge to the Committee or Task Force, the committee or task force may request that the Vice-Chair assume the chair in order that the challenge to the Chair's ruling can be put to the Committee or Task Force in accordance with the provisions of 7.c.iii to 7.c.vi. The result of the vote is as binding as if conducted under the Chair or Interim Chair and the Chair or Interim Chair shall abide by the result.

8. MAINTAINING ORDER IN COMMITTEE OR TASK FORCE MEETINGS

a. Order in Committee or Task Force Meetings – Members

i. The Chair or Interim Chair may call to order any member of the Committee or Task Force who is out of order.

ii. A member of the Committee or Task Force who is called to order must cease talking or otherwise engaging in the activity specified by the Chair or Interim Chair in the call to order.

iii. When a Committee or Task Force Member has been called to order but persists in breaching the order of the Committee or Task Force, the Chair or Interim Chair may name the member and declare the offence.

iv. The Chief Executive Officer shall ensure the offence is noted in the minutes.

v. If a member of the Committee or Task Force who has been named apologizes to the Committee or Task Force and withdraws the offensive statement or action, then the Chair or Interim Chair may direct that the notation of the offence be removed from the minutes.

vi. A Committee or Task Force Member who is called to order or named may immediately thereafter challenge the ruling of the Chair or Interim Chair and state the terms of the challenge.

vii. When there is a challenge to the ruling of the Chair or Interim Chair, all further debate shall cease until the challenge has been dealt with by the Committee or Task Force.

vii. A challenge of the Chair’s or Interim Chair’s ruling shall follow those procedures outlined herein in 7.c.iii to 7.c.v.

b. Order in Committee or Task Force Meetings – The Public

i. Only Committee or Task Force Members, the Chief Executive Officer, and those individuals authorized by the Chief Executive Officer may be present on the floor of the Committee or Task Force meeting.

ii. A person not listed in section 8.b.i may be present on the floor of the Committee or Task Force meeting if that person has first received the approval of the Chair or Interim Chair.

iii. The Chief Executive Officer or an employee or consultant authorized by the Chief Executive Officer may address the Committee or Task Force meeting, if recognized by the Chair or Interim Chair.

iv. A person not listed in 8.b.i may address the Committee or Task Force from the public gallery with permission of the Chair or Interim Chair. A Committee or Task Force Member may, through the Chair or Interim Chair, request permission for an employee of that municipality to address the Committee or Task Force.

v. No person present in the public gallery or on the floor of the Committee or Task Force meeting shall cause any disturbance, interrupt any speaker or interfere with the action of the Committee or Task Force.
vi. The Chair or Interim Chair may call to order any person on the floor or in the public gallery who has created a disturbance and may expel that person from the Committee or Task Force meeting.

9. RULES FOR MOTIONS

a. Motions
   i. A motion must be made prior to a vote occurring.
   v. A recommendation in a report is not a motion until a member moves it.
   vi. The Committee or Task Force shall consider only one motion at a time.
   vii. After a motion has been moved, it may not be withdrawn without the consent of the Committee or Task Force.
   viii. The following motions are not debatable by the Committee or Task Force:
   I. to raise a point of privilege;
   II. to call for orders of the day;
   III. to raise a point of order;
   IV. to withdraw a motion;
   V. to recess or adjourn the meeting;
   VI. to challenge a ruling of the chair; or
   VII. to table a motion.
   ix. When a motion has been made and is being considered, no member may make any other motion except:
   I. as set out in 9.a.v;
   II. to amend the motion;
   III. to refer the main motion to the CRB administration, a Committee or Task Force, or some other person or group for consideration; or
   IV. to postpone consideration of the motion.
   x. Motions shall have precedence in accordance with the order that they are listed in 9.a.viii and then in 9.a.ix(2), 9.a.ix(3) and 9.a.ix(4).
   xi. If a motion is voted on by the Committee or Task Force, a Committee or Task Force Member who voted on the prevailing side may move, at the same meeting or continuation thereof, that the vote be reconsidered, provided that the vote has not caused an irrevocable action.
   xii. If a motion fails, the same motion shall not be renewed unless one year has passed since the date that the motion was defeated.
   xiii. Notwithstanding 9.a.xi, if a motion is defeated, a Committee or Task Force Member may introduce a motion calling on the Committee or Task Force to renew the motion if:
   I. the Committee or Task Force Member who wishes to have the Committee or Task Force renew a motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate; and
   II. the Committee or Task Force grants leave to a Committee or Task Force Member to introduce a motion calling on the Committee or Task Force to renew the motion.
   xiv. If a motion succeeds, a Committee or Task Force Member may introduce a motion calling on the Committee or Task Force to rescind the motion or amend a motion previously adopted provided that the Committee or Task Force sets out in writing what special or exceptional circumstances warrant further debate.
xv. A motion to rescind, renew or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.

xvi. The Committee or Task Force may consider in camera 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 in camera only matters outlined in 3.c of this policy.

xvii. The Committee or Task Force may not vote on motions in camera except a motion to revert to a meeting held in public.

b. Amendments to Motions
   i. A Committee or Task Force Member who moved a motion may not move an amendment to it.
   ii. Any Committee or Task Force Member, other than the Committee or Task Force Member who moved the main motion, may move to amend a motion.
   iii. The Committee or Task Force Member who moved the main motion may move an amendment to the amendment.
   iv. The Chair or Interim Chair shall allow only:
        1. one amendment to the main motion; and
        2. one amendment to the amendment to be advanced and considered at a time.
   v. The Committee or Task Force must vote:
        1. on an amendment to the amendment, if any, before voting on the amendment; and
        2. on any amendment before voting on the main motion.
   vi. When an amendment is on the floor, the Committee or Task Force may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.
   vii. The Chair or Interim Chair shall not put the main motion under debate to a vote until all amendments to it have been put to a vote of the Committee or Task Force.
   viii. Once all amendments to the main motion have been voted on, the Chair or Interim Chair shall put forth the main motion under debate to the Committee or Task Force for a vote, incorporating the amendments that have been passed by the Committee or Task Force.
   ix. Notwithstanding anything in this section, a Committee or Task Force Member who has moved a motion may restate the motion to include a proposed amendment if no other Committee or Task Force Member objects.

c. Motions to Refer
   i. Any Committee or Task Force Member may move to refer any main motion, and any pending amendments, to a Committee or Task Force or the CRB administration for investigation and report.
   ii. A motion to refer:
        1. is debatable;
        2. precludes any further amendment to the main motion, until the motion to refer has been addressed by the Committee or Task Force; and
        3. shall include instructions indicating, who the receiving body is, what the receiving body is to do and the date by which the Committee or Task Force requires a response.
iii. The Chair or Interim Chair shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.

iv. Once the receiving body commences its deliberations, the receiving body may recommend for adoption any amendment to the resolution so referred without regard to any amendments considered by the Committee or Task Force prior to the referral. The resolution proposed by the receiving body shall be as if introduced to the Committee or Task Force for the first time and the Committee or Task Force shall be free to consider any amendment to it.

d. Splitting a Motion

i. When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a Committee or Task Force Member may request that the motion be split into parts so that each part may be voted upon individually.

ii. A Committee or Task Force Member who requests that a motion be split into parts may reword the parts so that the syntactical integrity of each part is maintained, but in doing so shall not change the intent of each part.

iii. The Chief Executive Officer may, on the request of the Chair or Interim Chair, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by the Committee or Task Force.

e. Tabling Motions

i. A motion may be tabled by a vote of the Committee or Task Force.

ii. A motion to table:
   1. includes all other motions; and
   2. takes precedence over any other motion connected with the motion being tabled.

iii. A motion that has been tabled may be raised from the table at any time by a vote of the Committee or Task Force.

iv. If a motion to raise a motion from the table is defeated, it may only be made again after the Committee or Task Force has addressed some other matter or business.

v. When a tabbed motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.

vi. A motion fails if it is not raised from the table within one year of being tabled.

viii. A motion to table such determination to another meeting is not permitted. If the Committee or Task Force is unable to make a determination and additional information is necessary to duly make the decision, the Committee or Task Force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.

f. Postponing Motions

i. A motion may be postponed:
   1. to later in the meeting to enable the Committee or Task Force to deal with other more pressing matters; or
   2. to a specified time and/or date; or
   3. until the occurrence of an event; or
   4. indefinitely.

ii. A motion to postpone:
   1. includes the motion being postponed and all connected amendments; and
   2. takes precedence over any other motion connected with the motion being postponed.

ix. A motion that has been postponed under 9.f.i(1) or 9.f.i(4) may be considered at any time by a vote of the Committee or Task Force.
x. If a motion to consider a postponed motion is defeated, it may only be made again after the Committee or Task Force has addressed some other matter or business.

xi. When a motion that has been postponed is brought back to the Committee or Task Force, it is brought back with all motions connected with it, exactly as it was when postponed.

xii. If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.

xiii. Section 5.1 of the Framework, a motion to postpone such determination to another meeting is not permitted. If the Committee or Task Force is unable to make a determination and additional information is necessary to duly make the decision, the Committee or Task Force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.

deg. Notice of Motion

i. Prior to the Committee or Task Force meeting, Committee or Task Force Members will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the Chief Executive Officer with a written copy of the notice.

ii. A notice of motion given at a regular Committee or Task Force meeting will automatically appear on the agenda of the next regular Committee or Task Force meeting unless otherwise directed or agreed upon by the Chair/Interim Chair or Chief Executive Officer or the Notice Provider.

iii. A notice of motion cannot be made at a special Committee or Task Force meeting.

iv. A motion on notice is not debatable until a Committee or Task Force Member moves the motion.

10. Recorded Votes

a. Any time before a vote is taken by the Committee or Task Force, a Committee or Task Force Member may request that the vote be recorded.

b. When a vote is recorded, the minutes must indicate which Committee or Task Force Member requested the recorded vote and list the municipalities voting for or against the motion. Additionally, those municipalities that are absent will be recorded in the minutes even though their vote is recorded in favour as per 11.d.

11. Voting

a. Subject to 6.a.ii, each Committee or Task Force Member has one vote.

b. A motion will be carried when a motion is supported by not fewer than fifty percent plus one of the members in attendance, quorum.

c. A participating municipality that is a town or village is unable to attend a Committee or Task Force, meeting, on request of the participating municipality, shall provide for an alternative method of representation for the participating municipality at that meeting.

d. Subject to 101.c, if a Committee or Task Force Member is not present when a vote of the Committee or Task Force is taken, or abstains from voting,
the Committee or Task Force member is deemed to have voted in the affirmative.

c. A committee or task force member may request a vote be recorded any time before the vote is taken.

d. When a vote is recorded, the minutes must indicate which committee or task force member requested the recorded vote and list the municipalities voting for or against the motion. Additionally, those municipalities that are absent will be recorded in the minutes even though their vote is recorded in favour as per 10.d.

12.11. INFORMATION REQUESTS

a. A Committee or Task Force member wishing to make an information request of CRB administration shall present it to the Committee or Task Force at the appropriate time on the agenda of a regular Committee or Task Force meeting.

b. If the Chief Executive Officer is unable to answer the information request at the meeting, the Chief Executive Officer will forward the request to the appropriate entity for a response.

c. Unless the information request specifies that the Committee or Task Force Member wishes the information to appear on a subsequent agenda, the information will be forwarded directly to all Committee or Task Force Members.

d. If the Chief Executive Officer determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the Freedom of Information and Protection of Privacy Act, the Chief Executive Officer shall file a response with the Committee or Task Force stating the reasons for withholding the information.

e. If the Chief Executive Officer determines that the time and cost of compiling the information will be considerable, the Chief Executive Officer shall request a resolution of the Committee or Task Force to approve the request either at the same meeting or a future meeting.

f. If a Committee or Task Force Member who has made an information request wishes to withdraw the request at the appropriate time on the agenda, that Committee or Task Force Member shall so inform the Committee or Task Force.

13.12. ADJOURNING THE MEETING

a. When the Chair or Interim Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair or Interim Chair may adjourn the meeting or request a motion to adjourn the meeting.

b. Any Committee or Task Force member may move to adjourn the meeting at any time.

Crouse, Board Chair

________________________
Chief Executive Officer
Nolan Crouse, Board Chair
<table>
<thead>
<tr>
<th>Date</th>
<th>Update</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 28, 2015</td>
<td>Update</td>
<td>Fixed technical errors; clarified Section 10. Voting; defined meeting as per legal advice, remote attendance added, clarity regarding notice of motions</td>
</tr>
<tr>
<td>September 14, 2015</td>
<td>Update</td>
<td>Copy edits and clarification re: in camera</td>
</tr>
</tbody>
</table>
2016/17 Work Plans

Recommended Motion

*That the Governance Priorities & Finance Committee recommend the 2016/17 work plans to the Capital Region Board for approval in the preparation of the Board’s 2016/17 budget.*

Background


  - August 20, 2015 – Land Use & Planning Committee approved the 2016/17 Proposed Land Use & Planning Committee Work Plan
  - September 3, 2015 – Transit Committee approved the 2016/17 Proposed Work Plan
  - September 10, 2015 – Advocacy & Monitoring Committee approved the 2016/17 Proposed Advocacy & Monitoring Committee Work Plan
  - September 18, 2015 – Housing Committee approved the 2016/17 Housing Committee Proposed Work Plan (Any changes stemming from the September 18, Housing Committee meeting will be walked on)

Attachment:

1. Proposed 2016/17 Land Use & Planning Committee Work Plan
2. Proposed 2016/17 Transit Committee Work Plan
3. Proposed 2016/17 Advocacy & Monitoring Committee Work Plan
4. Proposed 2016/17 Housing Committee Work Plan
5. Proposed 2016/17 Capital Region Board Work Plan
## Proposed 2016/17 Land Use & Planning Work Plan

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Description</th>
<th>Approx. Start</th>
<th>Rationale for project</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17-1</td>
<td>Recreation/Open Space/Wildlife Corridors Study</td>
<td>Review the definitions in the Growth Plan; inventory existing corridors; develop regional master plan; and identify criteria for prioritizing missing linkages.</td>
<td>June, 2016</td>
<td>Identified as future work in the December 2009 Addendum.</td>
<td>$50,000</td>
</tr>
<tr>
<td>2016/17-2</td>
<td>Transportation Prioritization Report annual update</td>
<td>Review and update of Regional Transportation priorities of the Board.</td>
<td>June, 2016</td>
<td>The IRTMP includes a list of 10 year investment priorities for the region. The list was further refined into a short-term 3 year list of priorities that supports current growth and development objectives consistent with the CRGP. Annual review of the priorities will ensure that the list reflects, and is responsive to, changing circumstances in the Capital Region.</td>
<td>$50,000</td>
</tr>
<tr>
<td>2016/17-3</td>
<td>Sustainable Development Index – Target Setting</td>
<td>Develop an index to understand the effectiveness of the implementation of the GP through achievement of targets.</td>
<td>December, 2016</td>
<td>Efforts are now underway to develop baseline measures of GP policies. The next step is to develop targets to strive for and measure our progress.</td>
<td>$50,000</td>
</tr>
</tbody>
</table>
## Proposed 2016/17 Transit Work Plan

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Description</th>
<th>Approx. Start</th>
<th>Rationale for project</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17-1</td>
<td>Specialized Transit Cost Benefit Analysis</td>
<td>Following completion of the needs assessments throughout the region, this study will provide the Board with an understanding of the costs and benefits of providing specialized transit to meet the needs of the Region.</td>
<td>June, 2016</td>
<td>Ongoing implementation of Intermunicipal Transit Plan as per Board Mandate.</td>
<td>$125,000</td>
</tr>
<tr>
<td>2016/17-2</td>
<td>Regional Transit Governance</td>
<td>To explore further the responses to the 2014 Transit Governance Report and review branding opportunities with a view to enhancing and promoting Intermunicipal transit service as a means of uniting transit service in the Capital Region.</td>
<td>March, 2017</td>
<td>On going implementation of the IRTMP. Opportunity to improve the customer experience across multiple transit systems in the region.</td>
<td>$100,000</td>
</tr>
<tr>
<td>2016/17-3</td>
<td>Regional HOV</td>
<td>Following on the results of the 2015/16 HOV Study review the next step in moving forward with HOV in the Region.</td>
<td>December, 2016</td>
<td>On going implementation of Intermunicipal Transit Plan as per Board Mandate.</td>
<td>$125,000</td>
</tr>
</tbody>
</table>
## Advocacy & Monitoring Committee
### Proposed 2016/17 Workplan

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Description</th>
<th>Draft Dates</th>
<th>Rationale for project</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17-1</td>
<td>Advocacy Workshops</td>
<td>Half Day semi-annual facilitated sessions to update Board issues and AMC strategies for engagement and advocacy</td>
<td>Apr 14 &amp; Oct 13</td>
<td>Opportunities to review and evaluate recent advocacy efforts in order to inform engagement planning discussions for next six months</td>
<td>$10,000</td>
</tr>
<tr>
<td>2016/17-2</td>
<td>2016 CR Brunch</td>
<td>Annual engagement with Capital Region Government Caucus and Ministers</td>
<td>July 21</td>
<td>Opportunity to update CRB issues and informally network with regional Government MLAs and Ministers during K-Days</td>
<td>$17,000</td>
</tr>
<tr>
<td>2016/17-3</td>
<td>2016 CR Breakfast</td>
<td>Annual engagement with Capital Region Opposition MLAs</td>
<td>Aug 11</td>
<td>Opportunity to update CRB issues and informally network with regional Opposition MLAs</td>
<td>$1,500</td>
</tr>
<tr>
<td>2016/17-4</td>
<td>2017 Breakfast with Capital Region MPs</td>
<td>Annual engagement with Capital Region Members of Parliament</td>
<td>Feb 9 or 16</td>
<td>Opportunity to update* regional MPs on CRB issues of federal relevance and informally network from a regional perspective (non-partisan) *proposing an initial Breakfast for Feb 11, 2016</td>
<td>$15,000</td>
</tr>
<tr>
<td>2016/17-5</td>
<td>2016 Regional Symposium</td>
<td>Exploration of what it means to be part of the Capital Region</td>
<td>Sept 15-16</td>
<td>As the Growth Plan Update approaches completion, this is an opportunity to engage stakeholders in regional conversation and prepare for GP.2 launch in Q1 2017/18. Builds on and expands scope and scale of the successful ReEnvision Housing Symposium</td>
<td>$120,000</td>
</tr>
<tr>
<td></td>
<td>*Energy Corridors Master Plan</td>
<td>Communication Plan</td>
<td>Apr/May</td>
<td>Warm-up for GPU Advocacy (e.g. Symposium, Cross ministerial committee - energy impacts all GPU issues)</td>
<td>TBC</td>
</tr>
<tr>
<td>2016/17-7</td>
<td>2016 Collaborate to Compete</td>
<td>National Symposium cosponsored by CRB, CRP and Manitoba Partnership</td>
<td>Jun 2</td>
<td>“Advancing Regional Ec Dev”. Opportunity to showcase regional success and build new relationships. Call to action re: regional EcDev</td>
<td>TBC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Internal: CRB Swag, communications planning, writing, design consulting, etc.</td>
<td>$30,000</td>
</tr>
</tbody>
</table>
# Proposed 2016/17 Housing Work Plan

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Description</th>
<th>Approx. Start</th>
<th>Rationale for project</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17-1</td>
<td>Our Affordable Future: Implementation</td>
<td>Phase 2 of Our Affordable Future: The purpose of the project is to identify priority actions to be carried out by CRB to support implementation.</td>
<td>November 2015</td>
<td>Ongoing implementation of the Our Affordable Future report in 2012.</td>
<td>$35,000 (annually)</td>
</tr>
<tr>
<td>2016/17-2</td>
<td>Regional Housing Plan</td>
<td>Phase 4 of Sub-Regional Planning Framework: The purpose of this project is to develop a regional housing plan; determining its format, prioritization criteria, targets and KPIs to monitor. The regional plan will consolidate sub-regional plans to identify regional housing priorities.</td>
<td>September 2016</td>
<td>Ongoing implementation of the Sub-Regional Planning Framework as approved by the Board in 2015. Report Evaluation and Adjustment to be approved annually after completion.</td>
<td>$130,000</td>
</tr>
<tr>
<td>2016/17-3</td>
<td>Marketing and Awareness Strategy</td>
<td>Develop and implement strategy to challenge misconceptions and promote the individual, community and wider societal benefits of non-market and market affordable housing as being integral to the future and prosperity of the Capital Region.</td>
<td>January 2017</td>
<td>Identified as future work in the 2010 Capital Region Board Housing Plan. Review implementation of the Our Affordable Future Marketing &amp; Communications Program presented in 2012.</td>
<td>$127,000</td>
</tr>
</tbody>
</table>

*note the Housing Symposium project will be expanded to include a broader scope of the CRB mandate as the 2016 Regional Symposium in the Advocacy & Monitoring Committee Work Plan.*
## Proposed 2016/17 Capital Region Board Work Plan

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Description</th>
<th>Approx. Start</th>
<th>Rationale for project</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17-1</td>
<td>Board Initiatives</td>
<td>A fund used for Board initiatives as they arise.</td>
<td>2016/17</td>
<td>Projects arise from Board decisions. This contingency fund allows those projects to proceed, with Board approval.</td>
<td>$200,000</td>
</tr>
<tr>
<td>2016/17-2</td>
<td>Growth Plan (Update) Monitoring + Performance KPIs</td>
<td>Develop business process to enable the monitoring and reporting of the Growth Plan.</td>
<td>December, 2016/17</td>
<td>An important component of the Growth Plan implementation is monitoring the success of the outcomes of the Plan based on specific measurable policies in the plan. The monitoring and reporting program enables the CRB and regional stakeholders to assess whether the CRGP and its related implementation actions are having the desired effect.</td>
<td>$50,000</td>
</tr>
<tr>
<td>2016/17-3</td>
<td>Strategy (Vision)</td>
<td>Develop a vision for the region based on desires and dreams of the region’s municipalities and citizens. (This vision is separate from the Growth Plan Vision)</td>
<td>2016/17</td>
<td>The Board identified the need to create a unified vision for the Capital Region in its 2014-2018 Strategic Plan. “The Board develops a strong, long term vision for the whole region based on the desires and dreams of the region’s municipalities and citizens.”</td>
<td>$300,000</td>
</tr>
</tbody>
</table>
Budget – Membership Contribution Options

Recommended Motion – Ongoing Membership Contribution

That the Governance Priorities & Finance Committee recommend the Capital Region Board approve ongoing membership contributions, set annually based on budget needs.

OR

Recommended Motion – Membership Contribution tied to Provincial Matching Funding Only

That the Governance Priorities & Finance Committee recommend the Capital Region Board approve ongoing membership contributions on an annual basis, subject to available Provincial matching dollars.

Background

In the 2015/16 budget year the Province offered the CRB matching dollars through the Alberta Community Partnership (ACP) program of up to $600,000 – effectively a $1.2 million budget boost. The Board passed a budget that included $315,000 in member contributions, which qualified for $315,000 in matching Provincial dollars, boosting the 2015/16 budget to $3.63 million. Less is known about the options for 2016/17:

- The provincial budget will not be released until October 26, 2015.
- The Alberta Community Partnership Grants program is currently under review

Rationale

The Board has the opportunity to decide if and how ongoing membership contributions might be made by:

a) establishing a standing membership funding request, which would create stability for the CRB and predictability as municipalities budget annually.

b) opting only to take advantage of any provincial matching dollars that may be offered on an annual basis.
**2016/17 Proposed Budget**

**Recommended Motion**

*That the Governance Priorities & Finance Committee recommend the draft 2016/17 budget to the Capital Region Board for information.*

**Background**

The Government of Alberta has provided $3 million to the Capital Region Board as an annual operating budget since inception to undertake the critical work as mandated within the region.

In the 2015/16 budget year there was an opportunity for up to $600,000 in matching dollars from the province. The Capital Region Board passed a 2015/16 budget that included a $315,000 member contribution and $315,000 in matching Provincial dollars.

The current budget, with incorporated committee work plans, totals $4,786,500.

**Note:**
- The provincial budget will be released October 26, 2015.
- The Alberta Community Partnership Grants (ACP) program is currently under review and other funding opportunities and grants are unknown at this time.
- A request has been submitted to the Province for CPI increases to be added to the annual core budget, as per the current ACP manual. Additionally, outstanding 2008-2015 CPI increases, in the amount of $345,000.00, have been requested to be added to the CRB 2016/17 annual core budget.
- Regardless, a balanced budget will be presented to the Board for approval in December.

The draft budget for 2016/17 has been prepared without the information above, creating two possible funding scenarios;

1) No matching funding request – **therefore a budget of $3.0 million.**

2) A matching funding request for up to $700,000 ($700,000 in member contributions, $700,000 in Provincial matching dollars) – **therefore a budget of $4.4 million** ($3.0 million in core funding plus $1.4 million matched funds)

*NOTE: the $700,000 stems from the current ACP manual, which indicates funding for CRB in 2016/17 is $3.7 million, but does not specify the source (grant or matching*
funding) of the $700,000 supplementary to core budget of $3 million. For the purposes of the draft budget options here, matching funding is assumed.

The two 2016/17 budget scenarios provide an accounting of all the Board’s revenues and expenses necessary to undertake work plan projects identified and approved by the committees, and maintain ongoing operations.

Attachments:

1. 2016/17 Revised Work plans Budget Summary
2. Proposed 2016/17 Budget – No Matching Funding
3. Proposed 2016/17 Budget – With Matching Funding
4. Participating Member cost sharing spreadsheet
## Regional Projects

### Land Use & Planning Committee

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Code</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation/OpenSpace/Wildlife Corridors Study</td>
<td>LUC-2016/17-1</td>
<td>50,000</td>
</tr>
<tr>
<td>Transportation Prioritization Report annual update</td>
<td>LUC-2016/17-2</td>
<td>50,000</td>
</tr>
<tr>
<td>Sustainable Development Index – Target Setting</td>
<td>LUC-2016/17-3</td>
<td>50,000</td>
</tr>
</tbody>
</table>

### Transit Committee

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Code</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Transit Cost Benefit Analysis</td>
<td>TC-2016/17-1</td>
<td>125,000</td>
</tr>
<tr>
<td>Regional Transit Governance</td>
<td>TC-2016/17-2</td>
<td>100,000</td>
</tr>
<tr>
<td>Regional HOV</td>
<td>TC-2016/17-3</td>
<td>125,000</td>
</tr>
</tbody>
</table>

### Advocacy & Monitoring Committee

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Code</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy Workshops</td>
<td>AMC-2016/17-1</td>
<td>10,000</td>
</tr>
<tr>
<td>2016 CR Brunch</td>
<td>AMC-2016/17-2</td>
<td>17,000</td>
</tr>
<tr>
<td>2016 CR Breakfast</td>
<td>AMC-2016/17-3</td>
<td>1,500</td>
</tr>
<tr>
<td>2017 Breakfast with Capital Region MPs</td>
<td>AMC-2016/17-4</td>
<td>15,000</td>
</tr>
<tr>
<td>2016 Regional Symposium</td>
<td>AMC-2016/17-5</td>
<td>120,000</td>
</tr>
<tr>
<td>Energy Corridors Master Plan- Communication Plan</td>
<td>AMC-2016/17-6</td>
<td>TBC</td>
</tr>
<tr>
<td>2016 Collaborate to Compete</td>
<td>AMC-2016/17-7</td>
<td>TBC</td>
</tr>
<tr>
<td>Corporate Communications</td>
<td>AMC-2016/17-8</td>
<td>105,000</td>
</tr>
</tbody>
</table>

### Housing Committee

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Code</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Affordable Future: Implementation</td>
<td>HC-2016/17-1</td>
<td>35,000</td>
</tr>
<tr>
<td>Regional Housing Plan</td>
<td>HC-2016/17-2</td>
<td>130,000</td>
</tr>
<tr>
<td>Marketing and Awareness Strategy</td>
<td>HC-2016/17-3</td>
<td>127,000</td>
</tr>
</tbody>
</table>

### Capital Region Board

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Code</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Initiatives</td>
<td>CRB-2016/17-1</td>
<td>200,000</td>
</tr>
<tr>
<td>Growth Plan (Update)</td>
<td>CRB-2016/17-2</td>
<td>50,000</td>
</tr>
<tr>
<td>Monitoring + Performance KPIs</td>
<td>CRB-2016/17-3</td>
<td>300,000</td>
</tr>
<tr>
<td>Strategy (Vision)</td>
<td>CRB-2016/17-3</td>
<td>300,000</td>
</tr>
</tbody>
</table>

**Total** $1,610,500
## Proposed 2016-2017 Budget (No Matching Funding)

### April 1, 2016 - March 31, 2017

### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOA Operating Grant</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Membership Contributions</td>
<td>-$</td>
</tr>
<tr>
<td>GOA Planning Intern Grant</td>
<td>$43,000</td>
</tr>
<tr>
<td>Revenue Carryover from prior years</td>
<td>$284,245</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$3,327,245</strong></td>
</tr>
</tbody>
</table>

### Expenditures

#### Board & Committees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td>$181,000</td>
</tr>
<tr>
<td>Meetings</td>
<td>$115,000</td>
</tr>
<tr>
<td>Travel</td>
<td>$55,000</td>
</tr>
<tr>
<td>Chair Retainer</td>
<td>$24,000</td>
</tr>
<tr>
<td><strong>Total Board &amp; Committees</strong></td>
<td><strong>$375,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and benefits</td>
<td>$1,619,000</td>
</tr>
<tr>
<td>Office lease</td>
<td>$300,000</td>
</tr>
<tr>
<td>Professional fees - Legal/Advisory</td>
<td>$60,000</td>
</tr>
<tr>
<td>Travel/ Professional Development</td>
<td>$80,000</td>
</tr>
<tr>
<td>Information technology</td>
<td>$25,000</td>
</tr>
<tr>
<td>DMS/Records Management</td>
<td>$100,000</td>
</tr>
<tr>
<td>Office Communications</td>
<td>$49,000</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$35,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>$8,000</td>
</tr>
<tr>
<td>Meetings - Non Board/Committee</td>
<td>$30,000</td>
</tr>
<tr>
<td>GIS</td>
<td>$25,000</td>
</tr>
<tr>
<td>Bank Charges and interest</td>
<td>$2,000</td>
</tr>
<tr>
<td>Other expenses</td>
<td>$8,000</td>
</tr>
<tr>
<td><strong>Total Administration</strong></td>
<td><strong>$2,341,000</strong></td>
</tr>
</tbody>
</table>

#### Regional Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Costs</td>
<td>$1,610,500</td>
</tr>
<tr>
<td>Growth Plan Update</td>
<td>$300,000</td>
</tr>
<tr>
<td>Carry over projects</td>
<td>-$</td>
</tr>
<tr>
<td><strong>Total Regional Projects</strong></td>
<td><strong>$1,910,500</strong></td>
</tr>
</tbody>
</table>

#### Capital and Other

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF</td>
<td>$100,000</td>
</tr>
<tr>
<td>Planning Intern</td>
<td>$50,000</td>
</tr>
<tr>
<td>Office Furniture/Equipment</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Total Capital and Other</strong></td>
<td><strong>$160,000</strong></td>
</tr>
</tbody>
</table>

### Total Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$4,786,500</strong></td>
</tr>
<tr>
<td>Unallocated Funds</td>
<td><strong>$4,786,500</strong></td>
</tr>
<tr>
<td>Surplus (Deficit)</td>
<td>$(1,459,255)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulate surplus beginning of year</td>
<td><strong>$4,786,500</strong></td>
</tr>
<tr>
<td>Accumulate surplus end of year</td>
<td><strong>$(1,459,255)</strong></td>
</tr>
</tbody>
</table>
## Proposed 2016-2017 Budget (Matching Funding)

### Proposed 2016-2017 Budget

#### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOA Operating Grant</td>
<td>$3,000,000.00</td>
</tr>
<tr>
<td>GOA matching</td>
<td>$700,000.00</td>
</tr>
<tr>
<td>Membership Contributions</td>
<td>$700,000.00</td>
</tr>
<tr>
<td>GOA Planning Intern Grant</td>
<td>$43,000.00</td>
</tr>
<tr>
<td>Revenue Carryover from prior years</td>
<td>$284,245.00</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$4,727,245.00</strong></td>
</tr>
</tbody>
</table>

#### Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board &amp; Committees</td>
<td></td>
</tr>
<tr>
<td>Honorarium</td>
<td>$181,000.00</td>
</tr>
<tr>
<td>Meetings</td>
<td>$115,000.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$55,000.00</td>
</tr>
<tr>
<td>Chair Retainer</td>
<td>$24,000.00</td>
</tr>
<tr>
<td><strong>Total Board &amp; Committees</strong></td>
<td><strong>$375,000.00</strong></td>
</tr>
<tr>
<td>Salaries and benefits</td>
<td>$1,619,000.00</td>
</tr>
<tr>
<td>Office lease</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Professional fees - Legal/Advisory</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>Travel/ Professional Development</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Information technology</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>DMS/Records Management</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Office Communications</td>
<td>$49,000.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Meetings - Non Board/Committee</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>GIS</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Bank Charges and interest</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Other expenses</td>
<td>$8,000.00</td>
</tr>
<tr>
<td><strong>Total Administration</strong></td>
<td><strong>$2,341,000.00</strong></td>
</tr>
</tbody>
</table>

#### Regional Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Costs</td>
<td>$1,610,500.00</td>
</tr>
<tr>
<td>Growth Plan Update</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Carry over projects</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Total Regional Projects</strong></td>
<td><strong>$1,910,500.00</strong></td>
</tr>
</tbody>
</table>

#### Capital and Other

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Planning Intern</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Office Furniture/Equipment</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>Total Capital and Other</strong></td>
<td><strong>$160,000.00</strong></td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$4,786,500.00</td>
</tr>
<tr>
<td>Unallocated Funds</td>
<td></td>
</tr>
<tr>
<td>Surplus (Deficit)</td>
<td>($59,255.00)</td>
</tr>
<tr>
<td>Accumulate surplus beginning of year</td>
<td></td>
</tr>
<tr>
<td>Accumulate surplus end of year</td>
<td></td>
</tr>
</tbody>
</table>
Source Data for year 2013:
Municipal Affairs
Population
Equalized Assessment

Instructions: Insert the project amount in to cell A. The spreadsheet will automatically calculate each municipal share per project.

### Part 1: Core Fee Calculation

- **Total Project Cost**: $700,000
- **Maximum Total Core Fee $ to be Allocated (A x B)**: $70,000
- **Core Fee per municipality (C/D)**: $2,917

### Municipality with lowest Operating Expenses

- **Warburg**

### This Municipality’s Operating Expenses

- **Total Core Fee**: $1,031,942

### Part 2: Weighting

- **50% - Population**
- **50% - Total Equalized Assessment**

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Core Fee (%)</th>
<th>Population</th>
<th>Cost Allocation by Population (%)</th>
<th>Total Equalized Assessment Eq. Assessment ($)</th>
<th>Cost Allocation by Total Equalized Assessment ($)</th>
<th>Cost Allocation Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Edmonton</td>
<td>430</td>
<td>817458</td>
<td>69.50%</td>
<td>$239,669</td>
<td>$144,126,381,870,0</td>
<td>$219,718 459,817,425</td>
</tr>
<tr>
<td>City of Fort Saskatchewan</td>
<td>430</td>
<td>21795</td>
<td>1.85%</td>
<td>$6,390</td>
<td>$4,974,941,069,0</td>
<td>$7,584 14,403,928</td>
</tr>
<tr>
<td>City of Leduc</td>
<td>430</td>
<td>27241</td>
<td>2.32%</td>
<td>$7,986</td>
<td>$4,463,073,744,0</td>
<td>$6,804 15,220,212</td>
</tr>
<tr>
<td>City of Spruce Grove</td>
<td>430</td>
<td>27875</td>
<td>2.37%</td>
<td>$8,172</td>
<td>$4,246,084,204,0</td>
<td>$6,465 15,066,811</td>
</tr>
<tr>
<td>City of St. Albert</td>
<td>430</td>
<td>61466</td>
<td>5.23%</td>
<td>$18,020</td>
<td>$10,297,570,862,0</td>
<td>$15,671 34,121,225</td>
</tr>
<tr>
<td>Lamont County</td>
<td>430</td>
<td>3872</td>
<td>0.33%</td>
<td>$1,135</td>
<td>$947,340,860,0</td>
<td>$1,444 3,009,35</td>
</tr>
<tr>
<td>Leduc County</td>
<td>430</td>
<td>13524</td>
<td>1.15%</td>
<td>$3,965</td>
<td>$6,685,759,816,0</td>
<td>$10,192 14,587,19</td>
</tr>
<tr>
<td>Parkland County</td>
<td>430</td>
<td>30568</td>
<td>2.60%</td>
<td>$8,962</td>
<td>$8,517,816,913,0</td>
<td>$12,985 22,376,99</td>
</tr>
<tr>
<td>Strathcona County</td>
<td>430</td>
<td>92490</td>
<td>7.86%</td>
<td>$27,116</td>
<td>$28,760,464,369,0</td>
<td>$43,845 71,390,48</td>
</tr>
<tr>
<td>Sturgeon County</td>
<td>430</td>
<td>19578</td>
<td>1.66%</td>
<td>$5,740</td>
<td>$5,236,336,962,0</td>
<td>$7,983 14,152,44</td>
</tr>
<tr>
<td>Town of Beaumont</td>
<td>430</td>
<td>14916</td>
<td>1.27%</td>
<td>$4,373</td>
<td>$2,144,638,877,0</td>
<td>$3,269 8,072,43</td>
</tr>
<tr>
<td>Town of Bon Accord</td>
<td>430</td>
<td>1488</td>
<td>0.13%</td>
<td>$436</td>
<td>$141,502,473,0</td>
<td>$216 1,081,94</td>
</tr>
<tr>
<td>Town of Bruderheim</td>
<td>430</td>
<td>1298</td>
<td>0.11%</td>
<td>$381</td>
<td>$128,993,030,0</td>
<td>$197 1,007,16</td>
</tr>
<tr>
<td>Town of Calmar</td>
<td>430</td>
<td>1970</td>
<td>0.17%</td>
<td>$578</td>
<td>$239,688,803,0</td>
<td>$365 1,372,93</td>
</tr>
<tr>
<td>Town of Devon</td>
<td>430</td>
<td>6510</td>
<td>0.55%</td>
<td>$1,909</td>
<td>$798,252,665,0</td>
<td>$1,217 2,555,46</td>
</tr>
<tr>
<td>Town Of Gibbons</td>
<td>430</td>
<td>3030</td>
<td>0.26%</td>
<td>$888</td>
<td>$342,711,555,0</td>
<td>$522 1,840,75</td>
</tr>
<tr>
<td>Town of Lamont</td>
<td>430</td>
<td>1753</td>
<td>0.15%</td>
<td>$514</td>
<td>$169,299,754,0</td>
<td>$258 1,202,00</td>
</tr>
<tr>
<td>Town of Legal</td>
<td>430</td>
<td>1225</td>
<td>0.10%</td>
<td>$359</td>
<td>$119,960,680,0</td>
<td>$183 971,99</td>
</tr>
<tr>
<td>Town of Morinville</td>
<td>430</td>
<td>8569</td>
<td>0.73%</td>
<td>$2,512</td>
<td>$1,105,294,389,0</td>
<td>$1,685 4,627,19</td>
</tr>
<tr>
<td>Town of Redwater</td>
<td>430</td>
<td>2116</td>
<td>0.38%</td>
<td>$620</td>
<td>$309,855,706,0</td>
<td>$472 1,522,70</td>
</tr>
<tr>
<td>Town of Stony Plain</td>
<td>430</td>
<td>15051</td>
<td>1.28%</td>
<td>$4,413</td>
<td>$2,249,871,831,0</td>
<td>$3,430 8,272,43</td>
</tr>
<tr>
<td>Village of Thorsby</td>
<td>430</td>
<td>947</td>
<td>0.08%</td>
<td>$278</td>
<td>$87,879,886,0</td>
<td>$134 841,58</td>
</tr>
<tr>
<td>Village of Wabamun</td>
<td>430</td>
<td>661</td>
<td>0.06%</td>
<td>$194</td>
<td>$80,893,856,0</td>
<td>$123 747,09</td>
</tr>
<tr>
<td>Village of Warburg</td>
<td>430</td>
<td>789</td>
<td>0.07%</td>
<td>$231</td>
<td>$50,510,563,0</td>
<td>$77 738,29</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$10,319</td>
<td>$1,176,230</td>
<td>100.00%</td>
<td>$344,840</td>
<td>$226,201,572,235,0</td>
<td>$344,840 700,000.00</td>
</tr>
</tbody>
</table>