Meeting Agenda
July 10, 2014 – 9:00 a.m. – Noon
Chateau Louis, Grand Ballroom
11727 Kingsway, Edmonton

1. Call to Order

2. Chair’s Opening Remarks

3. Approval of Agenda

4. Approval of Minutes of June 12, 2014  
   Pg. 4 of 92

5. Quarterly Financial Statement  
   Pg. 8 of 92
   
   **Motion:** That the Capital Region Board receive the Quarterly Financial Statement as information.

6. Governance Priorities & Finance Committee

   a. Policy Updates  
      Pg. 9 of 92
      
      **Motion:** That the Capital Region Board approve the updated CRB Policies identified in Attachment A, as recommended by the Governance, Priorities & Finance Committee.

   b. Amended 2014 Budget  
      Pg. 33 of 92
      
      **Motion:** That the Capital Region Board approve the 2014 revised budget.

   c. Appointment of Auditor  
      Pg. 35 of 92
      
      **Motion:** That the Capital Region Board approve the re-appointment of Hawkings Epp Dumont to provide audit services to the Board including completion of audited annual financial statements for the years ending December 31, 2014, 2015 and 2016 and, unless year ends change unaudited financial statements for the periods April 1 to March 31, 2015, 2016 and 2017.

   d. Change of Committee Name (Performance Monitoring)  
      Pg. 37 of 92
      
      **Motion:** That the Capital Region Board approve changing the Performance Monitoring Committee name to the Advocacy & Monitoring Committee (AMC) and that the Performance Monitoring Committee Terms of Reference be amended accordingly to reflect the change in committee name, as recommended by the Governance, Priorities & Finance Committee.
7. Land Use & Planning Committee

a. Non-Priority Growth Areas Policy Clarification  
Motion: That the Capital Region Board approve the Non-Priority Growth Areas Policy Clarification as originally proposed and that no amendments be considered until the Growth Plan Update is completed, as recommended by the Land Use & Planning Committee.

b. Prioritization of Regional Transportation Projects Report  
Motion: That the Capital Region Board approve the Prioritization of Regional Transportation Projects Report and that the report be forwarded to the Minister of Transportation as an update of the Region’s transportation priorities, as recommended by the Land Use & Planning Committee.

c. Capital Region Highway Network Plan  
Motion: That the Capital Region Board direct the Chair to send a letter to the Minister of Transportation and the Minister of Municipal Affairs requesting support for CRB Administration to engage in discussions with the Province on future transportation plans for the Capital Region, as recommended by the Land Use & Planning Committee.

8. Regional Services Committee

a. Public Transit Policy  
Motion: That the Capital Region Board send a letter to the Province requesting the establishment of a Public Transit Policy area, as recommended by the Regional Services Committee.

b. Change to Committee Status (Transit Task Force)  
Motion: That the Capital Region Board change the Transit Task Force to a Standing Committee of the Board effective immediately, that the Transit Task Force Terms of Reference be amended accordingly to reflect the change in Committee name, and that the Performance Monitoring Committee Terms of Reference be amended accordingly to reflect the Transit Committee Chair, as recommended by the Regional Services Committee.

9. Administrative Items

a. CEO’s Update

10. Economic Development Summit: Verbal Update
11. Board Information Requests Update

12. Committee/Task Force Minutes

   a. Governance, Priorities & Finance Committee - Draft Minutes, Chair Update
   b. Land Use & Planning Committee - Draft Minutes, Chair Update
   c. Regional Services Committee - Draft Minutes, Chair Update
   d. Energy Corridors Task Force - Draft Minutes, Chair Update
   e. Growth Plan Update Task Force - Draft Minutes, Chair Update
   f. Transit Task Force - Draft Minutes

13. Adjournment
Minutes of the meeting of the Capital Region Board held at Ballroom, Chateau Louis Conference Centre on Thursday, June 12, 2014

Delegates in Attendance:
Mayor Nolan Crouse – St. Albert/Chair
Mayor Camille Berube – Beaumont
Mayor Randy Boyd – Bon Accord
Mayor Karl Hauch – Bruderheim
Mayor Don Faulkner – Calmar
Mayor Stephen Lindop – Devon
Mayor Don Iveson – Edmonton
Mayor Gale Katchur – Fort Saskatchewan
Mayor Doug Horner – Gibbons
Mayor Bill Skinner – Lamont
Reeve Wayne Woldanski – Lamont County
Mayor Greg Krischke – Leduc
Mayor John Whaley – Leduc County
Mayor Ken Baril – Legal
Mayor Lisa Holmes – Morinville
Mayor Rodney Shaigec – Parkland County
Mayor Mel Smith – Redwater
Mayor Stuart Houston – Spruce Grove
Mayor William Choy – Stony Plain
Mayor Barry Rasch – Thorsby
Mayor Roxanne Carr – Strathcona County
Mayor Tom Flynn – Sturgeon County
Councillor Art Erickson – Wabamun
Mayor Ralph van Assen – Warburg
Gary Sandberg – Government of Alberta

Absent:

CRB Administration:
Doug Lagore, Chief Executive Officer
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Brendan Pinches, Project Manager
Loreen Lennon, Communications Manager
Charlene Chauvette, Office Manager
Brandt Denham, GIS Coordinator
Stephanie Chai, Planning Intern
Amanda Borman, Executive Assistant
Lisa Saskiw, Administrative Assistant
1. **Call to Order**

Called to order 9:00 a.m.

2. **Chair’s Opening Remarks**

Chair Crouse welcomed Gary Sandberg, Assistant Deputy Minister of Municipal Affairs, to the CRB table and requested a moment of silence from the group for Mr. Ivan Moore. Chair Crouse reminded members that the Capital Region Municipal Golf Tournament is being held August 7 at Cardiff Golf & Country Club. Chair Crouse advised members that the Capital Region Waste Minimization Advisory Committee passed a motion to formalize membership with the Capital Region Board. Chair Crouse also advised members that it is likely the August Board meeting will be cancelled however a decision will not be made until the beginning of July.

**Information Request:** Members requested that CRB administration report on how CRB interacts with Capital Region Waste Minimization Advisory Committee?

3. **Approval of Agenda**

Moved by Mayor Boyd.

**Motion:** To approve the agenda of June 12, 2014.

Motion carried unanimously.

4. **Approval of Minutes of May 8, 2014**

Moved by Mayor Berube.

**Motion:** To approve the minutes of May 8, 2014.

Motion carried unanimously.

5. **Unaudited Financial Statements (Jan 31/14 – Mar 31/14)**

Moved by Mayor Berube.

**Motion:** That the Capital Region Board approve the Financial Statements for the year ending March 31, 2014.

Motion carried unanimously.

6. **Economic Development Committee Terms of Reference**

Moved by Mayor Houston.

**Motion:** That the Economic Development Committee Terms of Reference be postponed to the October Board meeting allowing time for consideration by the members.

Motion carried unanimously.

Moved by Mayor Krischke.

**Motion:** That the Economic Development Committee Terms of Reference be referred to the Regional Services Committee for review after input from relevant stakeholders.
Mayor Iveson, Edmonton, put forward a friendly amendment to include “and/or Governance, Priorities & Finance Committee”. The friendly amendment was accepted.

**Motion:** That the Economic Development Committee Terms of Reference be referred to the Regional Services Committee and/or Governance, Priorities & Finance Committee for review after input from relevant stakeholders.

**Motion carried unanimously.**

**Information Request:** Members requested that CRB administration report on the impact of a potential CRB REDA on local economic development activities in the region.

### 7. Performance Monitoring Committee

a. Monitoring and Reporting – Implementation of Phase 1

**Moved by** Mayor Krischke.

**Motion:** That the Capital Region Board direct Administration to implement Phase 1 of the Monitoring and Reporting Project, as recommended by the Performance Monitoring Committee.

23 in favour, 1 opposed. Supported by 17 or more municipalities comprising more than 75 percent of the population. **Motion carried.**

**Information Request:** Members requested that CRB administration report on how agricultural land consumption is being monitored and/or tracked.

### 8. St. Albert Motion – GreenTRIP

Chair Crouse relinquished the Chair position to CRB Vice-Chair Mayor Berube. Mayor Crouse introduced the item.

**Moved by** Mayor Crouse.

**Motion:** That the Board Chair work with the appropriate Committees and Task Forces to implement an advocacy strategy to propose to the Province changes to the GreenTRIP criteria such that the criteria could include “community buses” on the basis that community buses are one of many forms of mass transportation and as such supports the GHG reduction and traffic congestion reduction initiatives.

**Motion:** That this motion be referred to the Performance Monitoring Committee.

23 in favour, 1 opposed. Supported by 17 or more municipalities comprising more than 75 percent of the population. **Motion carried.**

### 9. St. Albert Motion – Housing Needs Assessment

**Moved by** Mayor Boyd.

**Motion:** That the CRB allocate $90,000 of the $750,000 unallocated funds to the Housing Task Force to allow for the completion of a thorough regional Housing ‘Needs Assessment’ and these funds only be allocated if the Alberta Community Partnership Grant application is not approved by the Province.

**Motion carried unanimously.**
CRB Vice-Chair Mayor Berube, relinquished the Chair position back to Chair Crouse.

10. Administrative Items
   a. CEO’s update
      Mr. Doug Lagore, CEO, advised the members of Handout 1, an RFD package that would be brought forward to the upcoming Governance, Priorities & Finance Committee on Monday, June 16. He noted that the item was for the Board’s information only and members requested an electronic copy be sent out following the adjournment of the Board meeting.

11. Board Members Information Request Update

12. Committee/Task Force Minutes
   a. Performance Monitoring Committee – draft minutes and chair update provided
   b. Housing Task Force – draft minutes provided
   c. Growth Plan Update Task Force – draft minutes and chair update provided
   d. Transit Task Force – draft minutes
   e. Energy Corridors Task Force – Updated project schedule

13. Round table
    Mayor Flynn, Sturgeon County, addressed the members highlighting the recent FCM Conference and 2014 Regional Symposium in Niagara Falls, Ontario, stating that the Regional Symposium was well received. He advised that the 2015 Regional Symposium will be held in Edmonton and Capital Region Board CEO, Mr. Lagore, confirmed the dates as June 3 and June 4, 2015.

14. Adjournment
    The Chair declared the meeting adjourned at 11:20 a.m.
# Quarterly Financial Report as at June 30, 2014

## Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>2014 Annual Calendar Year Budget</th>
<th>Actual 30-Jun-14</th>
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<tbody>
<tr>
<td>GOA Regular Grant</td>
<td>$3,000,000</td>
<td>$977,335</td>
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<tr>
<td>GOA RCP Regional Competitive Analysis</td>
<td>$250,000</td>
<td>$250,000</td>
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<tr>
<td>GOA RCP Growth Plan update</td>
<td>-$</td>
<td>$700,254</td>
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<tr>
<td>GOA RCP Housing</td>
<td>-$</td>
<td>$6,048</td>
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<tr>
<td>Revenue Carryover from 2013</td>
<td>$236,662</td>
<td>$239,760</td>
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<tr>
<td>Deferred Revenue</td>
<td>$1,470,290</td>
<td>$1,470,290</td>
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<tr>
<td>Deposit interest</td>
<td>-$</td>
<td>$4,451</td>
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<tr>
<td>Other Income</td>
<td>-$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$4,956,952</strong></td>
<td><strong>$3,648,138</strong></td>
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</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
</tr>
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<tbody>
<tr>
<td><strong>Board and Committees</strong></td>
<td>$320,000</td>
<td>$79,580</td>
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<tr>
<td>Honoraria</td>
<td>$210,000</td>
<td>$32,572</td>
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<tr>
<td>Travel</td>
<td>$50,000</td>
<td>$7,367</td>
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<tr>
<td>Meetings</td>
<td>$60,000</td>
<td>$39,641</td>
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<tr>
<td><strong>Administration</strong></td>
<td>$1,977,000</td>
<td>$892,818</td>
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<tr>
<td>Salaries/Benefits</td>
<td>$1,533,700</td>
<td>$714,642</td>
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<td>Office Lease/Utilities</td>
<td>$206,000</td>
<td>$103,759</td>
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<td>Legal &amp; Professional Fees</td>
<td>$55,000</td>
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<td>Communications</td>
<td>$32,800</td>
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<td>Travel</td>
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<td>Office Supplies</td>
<td>$33,000</td>
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<td>Information Technology</td>
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<td>Insurance</td>
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<td>$-</td>
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<td>Meetings</td>
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<td>$2,010</td>
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<td>Bank Chgs and Interest</td>
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<td>$774</td>
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<td>Other expenses</td>
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<td><strong>Consulting Fees</strong></td>
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<td>REF</td>
<td>$120,000</td>
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<td>Carry over projects</td>
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<td>Consulting Fees</td>
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<td><strong>Regional Projects</strong></td>
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<td>Regional Energy corridors</td>
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<tr>
<td>Regional Competitive Analysis</td>
<td>$300,000</td>
<td>$220,000</td>
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<tr>
<td>Growth Plan Update</td>
<td>$500,000</td>
<td>$80,485</td>
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<tr>
<td>Sub-Regional Housing</td>
<td>$130,000</td>
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<tr>
<td>Regional Transit Governance Study</td>
<td>$74,000</td>
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<tr>
<td>Planning Intern</td>
<td>-$</td>
<td>$22,075</td>
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<tr>
<td><strong>Capital</strong></td>
<td>$50,000</td>
<td>$-</td>
</tr>
<tr>
<td>Office Furniture/Equipment</td>
<td>$50,000</td>
<td>$-</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$4,956,952</td>
<td>$1,683,973</td>
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<td>Unallocated Project Funds</td>
<td>$-</td>
<td>$1,964,165</td>
</tr>
<tr>
<td>Surplus (Deficit)</td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>

CRB Agenda Package July 10/14
Policy Updates

Motion

*That the Capital Region Board approve the updated CRB Policies identified in Attachment A, as recommended by the Governance, Priorities & Finance Committee.*

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. These approved policies are reviewed at least once every three years.

Rationale

On May 8, 2014, the CRB approved 28 corporate policies to align and update with the Capital Region Board approved a new committee structure from 2013. Round two of the CRB policies were reviewed and recommended to the Capital Region Board by the Governance, Priorities & Finance Committee on June 16, 2014 to update existing policy with comments from member municipalities and administrative changes.

The following list encompasses all updated corporate policies:

**LEGEND**
- Policies approved on May 8, 2014
- Policies sent back for further review by CRB on May 8, 2014*
- Policies recommended by GPF to CRB on June 16, 2014
- Policies under review

**Administration**
- A001 - Email Distribution Lists
- A002 - Appointment of Acting Chief Executive Officer*
- A003 - Records and Information Management
- A004 - Media and Communications
- A005 - Access to Public Information*
- A006 - Computer Systems and Data Security

**Finance**
- F001 - Authorization to Purchase
- F002 - Procurement
- F003 - Capitalization
- F004 - Signing Authorities*
- F005 - Financial Reporting
- F006 - Investments
- F007 - Reserves

**Governance**
- G001 - Policy Development*
- G002 - Indemnification of CRB Members and Employees
- G003 - Remuneration and Expenses for Board, Committee, and Task Force Members
- G004 - Board Meeting Minutes
- G005 - Board Meeting Procedures
- G006 - Budgeting
- G007 - Insurance
Governance, Priorities & Finance Committee recommendation to the Capital Region Board

| G008 - Regional Capital Projects |
| G009 - Appointment of Auditor |
| G010 - Selection of Chair and Vice-Chair / Interim Chair and Interim Vice-Chair* |
| G011 - Board and Committee Member Code of Conduct and Ethics* |
| G012 - Committee and Task Force Terms of Reference |
| G013 - Committee and Task Force Meeting Procedures |
| G014 - Roles and Authorities of the Board Chair, Interim Chair, and Vice-Chair |
| G015 - Role and Responsibilities of Committee and Task Force Chairs and Vice-Chairs |
| G016 - Member Municipality Representation on Committees and Task Forces |
| G017 - Monitoring and Evaluating Board Performance |

### Human Resources

- H001 - Employee Performance Planning and Appraisal
- H002 - Position Descriptions
- H003 - Salary Administration
- H004 - Recruitment and Hiring
- H005 - Discipline, Suspension, and Dismissal of Employees
- H006 - Employee Benefits
- H007 - Hours of Work / Overtime and Overtime Pay
- H008 - Employee Business Expenses
- H009 - Employee Training and Development
- H010 - Leaves of Absence
- H011 - Vacations and General Holidays*  
- H012 - Employee Code of Conduct and Ethics

### Developing Policies

- Advocacy and Communications
- Cost Sharing
- Energy Corridors - will be addressed through the Growth Plan Update
- GIS
- Housing - will be addressed through the Growth Plan Update
- Media Relations
- Opt-in
- Sponsorship
- Website

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. Policies under further review and new key policies being developed will continue to be brought forward to the Governance, Priorities & Finance Committee.
Effective date  September 9, 2010
Approved by  Capital Region Board
Revised date  June 16, 2014

Policy A002

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

PURPOSE

To ensure procedure for appointment of an Acting Chief Executive Officer.

POLICY

Capital Region Board requires an Acting Chief Executive Officer in the absence of the Chief Executive Officer.

GUIDELINES

1. The Chief Executive Officer shall appoint in writing an Acting Chief Executive Officer in his/her absence.

2. The Chief Executive Officer shall notify the Chair/Interim Chair and the Board of an appointment period greater than three weeks.

3. If the Chief Executive Officer is unable to appoint an Acting Chief Executive Officer, then the Chair/Interim Chair or the Board shall appoint an Acting Chief Executive Officer for three weeks or until the following Board meeting.

______________________________
Nolan Crouse, Board Chair
PURPOSE
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Nolan Crouse, Board Chair

Chief Officer
Policy F004

SIGNING AUTHORITIES

PURPOSE

To provide proper signing authority to Capital Region Board officials.

POLICY

Capital Region Board (CRB) shall delegate signing authority to the Chair (Interim Chair) and the Chief Executive Officer.

GUIDELINES

1. Every cheque under $10,000 issued by the Capital Region Board will require one signature, either the Chair (Interim Chair) or the Chief Executive Officer.

2. Every cheque of $10,000 or greater issued by the Capital Region Board will require two signatures, both the Chair (Interim Chair) and the Chief Executive Officer.

3. All other legal documents will require one signature, either the Chair (Interim Chair) or the Chief Executive Officer.

4. In the absence of the Chair (Interim Chair), the Vice-Chair (Vice Interim Chair) shall be authorized to sign.

5. In the absence of the Chief Executive Officer, the Acting Chief Executive Officer shall be authorized to sign.

6. Every cheque payable to Chief Executive Officer will require a signature from the Chair/Interim Chair or in his/her absence, by the Vice-Chair/Interim Vice-Chair.

Nolan Crouse, Board Chair
PURPOSE

To provide proper signing authority to CRB-Capital Region Board officials.

POLICY

Capital Region Board (CRB) shall delegate signing authority to the Chair (Interim Chair) and the Chief Executive Officer.

GUIDELINES

1. Every cheque under $10,000 issued by the Capital Region Board will require one signature, either the Chair (Interim Chair) or the Chief Executive Officer.

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5. In the absence of the Chief Executive Officer, the Acting Chief Executive Officer shall be authorized to sign.

6. Every cheque payable to Chief Executive Officer will require a signature from the Chair/Interim Chair or in his/her absence, by the Vice-Chair/Interim Vice-Chair.

__________________________
Chief Executive Officer
Nolan Crouse,
Board Chair
POlICy G001

POLICY DEVELOPMENT

Effective date September 9, 2010
Approved by Capital Region Board
Revised date June 16, 2014

PURPOSE

To establish the process for development and approval of Capital Region Board policies.

POLICY

Capital Region Board shall establish a consistent approach and philosophy for the development and approval of policies.

GUIDELINES

1. Policies shall be developed using a standard format to provide consistency of information.

2. Policies shall be consistent with relevant Federal and Provincial government legislation and related regulations, the Capital Region Board Regulation as well as with the Capital Region Board’s Growth Plan and the Vision, Mission and Value statements, by-laws and policies.

3. Policies shall be reviewed and then recommended by the Chief Executive Officer before submitting to the Governance, Priorities, and Finance Committee for its consideration.

4. The Governance, Priorities, and Finance Committee shall review and consider recommending all corporate policies to the Capital Region Board for approval. Governance, Priorities, and Finance Committee reserves the right to refer policies to the Chief Executive Officer, or any other committee or task force, for further review and/or amendments.

5. Approved policies are to be reviewed at least once every three years.

6. At the discretion of the Chief Executive Officer, proposed policies may be referred to Legal Counsel for review and comments.

Nolan Crouse, Board Chair
PURPOSE
To establish the process for development and approval of Capital Region Board policies.

POLICY
Capital Region Board shall establish a consistent approach and philosophy for the development and approval of policies.

GUIDELINES
1. Policies shall be developed using a common standard format to provide consistency of information.

2. Policies shall be consistent with relevant Federal and Provincial government legislation and related regulations, the Capital Region Board Regulation as well as with the Capital Region Board’s Growth Plan and the Vision, Mission and Value statements, by-laws and policies.

3. Policies shall be reviewed and then approved-recommended by the Chief Executive Officer before submitting to the Governance, Priorities, and Finance Committee for their consideration.

4. The Governance, Priorities, and Finance Committee shall review all submitted policies and consider, if approved, shall recommending all corporate policies to the Capital Region Board for approval. Governance, Priorities, and Finance Committee reserves the right to refer policies to the Chief Executive Officer, or any other Committee or task force, for further review and/or amendments.

5. Policies recommended by the Governance Committee shall be presented to the Capital Region Board for consideration. The Capital Region Board may refer policies to the Governance Committee for further review and/or amendments.

56. Approved policies are to be reviewed at least once every three years.

67. At the discretion of the Chief Executive Officer, proposed policies may be referred to Legal Counsel for review and comments.

______________________________
Chief Officer Nolan Crouse, Board Chair
Policy G004

BOARD MEETING MINUTES

PURPOSE

To outline the approach to the taking of minutes and identify the purpose of audio recordings of Capital Region Board meetings.

POLICY

Minutes will be recorded for the public sessions at all Board meetings to capture topics discussed, motions and required actions. Approved minutes will serve as the Record of Decisions of the Board.

Public sessions at the Board meetings will be audio recorded to assist in the preparation of the written minutes. Audio recordings in and of themselves are not the official record of the Capital Region Board meetings and are therefore not available to the public at any time.

GUIDELINES

1. Administration is responsible to prepare the minutes by recording topics discussed with brief comments, as appropriate, along with any motions and decisions made and the required actions.
2. If a Board Member is replaced by an Alternate Member at the Board table or vice versa, the minutes will indicate the same as well as the time that the replacement occurred.
3. Draft minutes are submitted to Board members for review with approval taking place at the next meeting. Meeting minutes are draft only, until approved by the Board. Meeting minutes are posted on the Capital Region Board website.
4. Board members, designated Board alternates, and Municipal Chief Administrative Officers (or their designate) will be provided with access to listen to full recordings of any meeting at the Capital Region Board office.
5. All meeting minutes and audio recordings will be retained at the Capital Region Board office.

Nolan Crouse, Board Chair
PURPOSE
To outline the approach to the taking of minutes and identify the purpose of audio recordings of Capital Region Board meetings.

POLICY
Minutes will be recorded for the public sessions at all Board meetings to capture topics discussed, motions and required actions. Approved minutes will serve as the Record of Decisions of the Board.

Public sessions at the Board meetings will be audio recorded to assist in the preparation of the written minutes. Audio recordings in and of themselves are not the official record of the Capital Region Board meetings and are therefore not available to the public at any time.

Minutes will be recorded at in camera meetings to capture topics discussed, motions and required actions. Approved minutes will serve as the Record of Decisions of the Board at in camera meetings.

GUIDELINES
1. Administration is responsible to prepare the minutes by recording topics discussed with brief comments, as appropriate, along with any motions and decisions made and the required actions.

2. If a Board Member is replaced by an Alternate Member at the Board table or vice versa, the minutes will indicate the same as well as the time that the replacement occurred.

3. Draft minutes are submitted to Board members for review with approval taking place at the next meeting. Meeting minutes are draft only, until approved by the Board. Once approved, meeting minutes are posted on the Capital Region Board website.

4. Board members, designated Board alternates, and Municipal Chief Administrative Officers (or their designate) will be provided with access to listen to full recordings of any meeting at the Capital Region Board office.

5. All meeting minutes and audio recordings will be retained at the Capital Region Board office for a period of ten years.

Nolan Crouse, Board Chair
Policy G010

SELECTION OF BOARD CHAIR OR INTERIM BOARD CHAIR AND BOARD VICE-CHAIR

PURPOSE

To establish the process for selecting a Board Chair or Interim Board Chair and Vice-Chair of the Capital Region Board.

POLICY

In accordance with the Capital Region Board Regulation, the Capital Region Board may select a Chair from among the representatives of the participating municipalities. The CRB Regulation also provides that the Minister of Municipal Affairs may appoint an Interim Chair of the Board who is not a representative from a participating municipality of the Capital Region Board. The process for selecting a Chair or Interim Chair shall be approved by the Capital Region Board. This selection process should be carried out in sufficient time to ensure that a Chair or Interim Chair is in place prior to the conclusion of the mandate of an existing Chair or Interim Chair.

GUIDELINES

Part A – Selection of a Chair for the Capital Region Board

1. FOLLOWING A MUNICIPAL ELECTION OR A BOARD DECISION TO ELECT A NEW BOARD CHAIR:
   a. The Chief Executive Officer (CEO) or designate shall recommend a process for electing the Board Chair for review by the Governance, Priorities and Finance Committee (GPF Committee) and for approval by the Board.
   b. The CEO or designate shall circulate the Role and Authorities of Board Chair and Vice-Chair (Policy G014, Role and Authorities of Board Chair and Vice-Chair), to all Board members and solicit Board Chair nominations, providing a date in which all nominations must be received.
   c. Upon nomination, the CEO or designate shall confirm with the Board member as to their ability and willingness to fulfill the role of Board Chair. The Board member must confirm that they wish to remain a nominee for the role of Board Chair.
   d. Once all nominations have been received and nominated members have confirmed their nomination status, the Chief Executive Officer or designate shall send an email with list of nominees to Board members prior to the meeting at which the election shall take place.
   e. At a regularly scheduled or special meeting of the Board, the CEO or designate shall administer the selection process of the Board Chair by secret ballot.
   f. Prior to the ballot, all standing nominees shall be provided an opportunity of no more than five minutes to address the Board.
   g. Each Board member receives one vote; the successful nomination of the Board Chair requires a simple majority vote (fifty percent plus one of total membership).
      i. In cases where no nominee has received a total of thirteen (13) votes, then another secret ballot shall be conducted with the two nominees received the most votes; or
ii. If more than two nominees are tied with the most votes, then names shall be then the names of those nominees shall be placed in a hat, and two (2) names drawn after which another secret ballot shall be conducted.

2. TERM

An elected Board Chair shall remain in position until after the:

a. Next municipal election and until such time the Board has elected a new Board Chair;
b. The Board Chair resigns;
c. The Board elects a new Board Chair; or
d. An Interim Chair is appointed through Ministerial Order.

The Board shall review the term of the Chair after two (2) years of service prior to re-confirming the Chair’s appointment.

Part B – Selection of an Interim Chair for the Capital Region Board

Eight months prior to each municipal election, the CEO or designate shall recommend a process to the GPF Committee to facilitate a decision by the Board as to whether they wish to continue with a Board elected Chair or recommend an Interim Chair to the Province.

1. SHOULD THE BOARD DETERMINE THAT AN INTERIM BOARD CHAIR IS IN THEIR BEST INTERESTS, THE FOLLOWING STEPS SHALL OCCUR:

a. The Board shall assign an Interim Board Chair Selection Committee to facilitate the recruitment process.
b. The CEO or designate shall formally advise of the Province of the Board’s decision.
c. The CEO or designate shall support the Interim Board Chair Selection Committee in selecting a recruitment process and vendor.
d. In consultation with the Board, the Board Chair Selection Committee shall recommend candidate(s) for the Province’s consideration.
e. The Interim Board Chair shall be appointed once the Province has made a decision and issued a Ministerial Order.

2. ANNUAL PERFORMANCE REVIEW

a. Each year, after consulting the Province, the CEO or designate shall recommend a process to the GPF Committee to assist the Board in conducting an annual performance review of the Interim Board Chair.
b. The GPF Committee shall bring forward their recommendation to the Board for approval.

3. TERM

An Interim Board Chair shall remain in position until after the:

a. Ministerial Order expires or is rescinded;
b. The Interim Board Chair resigns; or
c. A Board Chair has been elected by the membership.
Part C – Selection of the Vice-Chair for the Capital Region Board

1. The acclaimed or elected Chair or Vice-Chair of the GPF Committee is deemed to be the Board Vice-Chair until such time a new Chair or Vice-Chair of the GPF Committee has been appointed, in that order.
2. Should the Chair and/or the Vice-Chair of the GPF Committee not be an appointed member of the Capital Region Board, the Vice-Chair of the Capital Region Board shall be the appointed Board representative from the member municipality of the Chair or Vice-Chair of the GPF Committee, in that order.
3. The Vice-Chair or Interim Vice-Chair shall chair Board meetings when the Chair or Interim Chair is absent or unable to act as Chair or Interim Chair and shall have all the powers and responsibilities of the Chair or Interim Chair under this policy during the absence or incapacity of the Chair or Interim Chair.
4. The Vice Chair/ Interim Vice-Chair does have voting rights as a member on the Board representing their municipality.
5. At no time shall any municipality have more than one vote.

Nolan Crouse, Board Chair
Policy # G010

SELECTION OF BOARD CHAIR OR INTERIM BOARD CHAIR AND BOARD VICE-CHAIR

PURPOSE

To establish the process for selecting a Board Chair or Interim Board Chair and Vice-Chair of the Capital Region Board.

POLICY

In accordance with the Capital Region Board Regulation, the Capital Region Board may select a Chair from among the representatives of the participating municipalities. The CRB Regulation also provides that the Minister of Municipal Affairs may appoint an Interim Chair of the Board who is not a representative from a participating municipality of the Capital Region Board. The process for selecting a Chair or Interim Chair [will|shall] be approved by the Capital Region Board. This selection process should be carried out in sufficient time to ensure that a Chair or Interim Chair is in place prior to the conclusion of the mandate of an existing Chair or Interim Chair.

GUIDELINES

Part A – Selection of a Chair for the Capital Region Board

1. FOLLOWING A MUNICIPAL ELECTION OR A BOARD DECISION TO ELECT A NEW BOARD CHAIR:
   a. The Chief Executive Officer (CEO) [or designate will|shall] recommend a process for electing the Board Chair for review by the Governance, Priorities and Finance Committee (GPF Committee) and for approval by the Board.
   b. The CEO [or designate will|shall] circulate the Role and Authorities of Board Chair and Vice-Chair (Policy G014, Role and Authorities of Board Chair and Vice-Chair), to all Board members and solicit Board Chair nominations, providing a date in which all nominations must be received.
   c. Upon nomination, the CEO [or designate will|shall] confirm with the Board member as to their ability and willingness to fulfill the role of Board Chair. The Board member must confirm that they wish to remain a nominee for the role of Board Chair.
   d. Once all nominations have been received and nominated members have confirmed their nomination status, the Chief Executive Officer [or designate will|shall] send an email with list of nominees to Board members prior to the meeting at which the election [will|shall] take place.
   e. At a regularly scheduled or special meeting of the Board, the CEO [or designate will|shall] administer the selection process of the Board Chair by secret ballot.
   f. Prior to the ballot, all standing nominees [will|shall] be provided an opportunity of no more than five minutes to address the Board.
   g. Each Board member receives one vote; the successful nomination of the Board Chair requires a simple majority vote (fifty percent plus one of total membership).
      i. In cases where no nominee has received a total of thirteen (13) votes, then another secret ballot [will|shall] be conducted with the two nominees received the most votes; or
ii. If more than two nominees are tied with the most votes, then names will shall be then the names of those nominees will shall be placed in a hat, and two (2) names drawn after which another secret ballot will shall be conducted.

2. TERM

An elected Board Chair will shall remain in position until after the:

a. Next municipal election and until such time the Board has elected a new Board Chair;

b. The Board Chair resigns;

c. The Board elects a new Board Chair; or

d. An Interim Chair is appointed through Ministerial Order.

The Board will shall review the term of the Chair after two (2) years of service prior to re-confirming the Chair’s appointment.

Part B – Selection of an Interim Chair for the Capital Region Board

Eight months prior to each municipal election, the CEO or designate will shall recommend a process to the GPF Committee to facilitate a decision by the Board as to whether they wish to continue with a Board elected Chair or recommend an Interim Chair to the Province.

1. SHOULD THE BOARD DETERMINE THAT AN INTERIM BOARD CHAIR IS IN THEIR BEST INTERESTS, THE FOLLOWING STEPS WILL SHALL OCCUR:

a. The Board will shall assign an Interim Board Chair Selection Committee to facilitate the recruitment process.

b. The CEO or designate will shall formally advise of the Province of the Board’s decision.

c. The CEO or designate will shall support the Interim Board Chair Selection Committee in selecting a recruitment process and vendor.

d. In consultation with the Board, the Board Chair Selection Committee will shall recommend candidate(s) for the Province’s consideration.

e. The Interim Board Chair will shall be appointed once the Province has made a decision and issued a Ministerial Order.

2. ANNUAL PERFORMANCE REVIEW

a. Each year, after consulting the Province, the CEO or designate will shall recommend a process to the GPF Committee to assist the Board in conducting an annual performance review of the Interim Board Chair.

b. The GPF Committee will shall bring forward their recommendation to the Board for approval.

3. TERM

An Interim Board Chair will shall remain in position until after the:

a. Ministerial Order expires or is rescinded;

b. The Interim Board Chair resigns; or

c. A Board Chair has been elected by the membership.
Part C – Selection of the Vice-Chair for the Capital Region Board

1. The appointed, acclaimed or elected Chair or Vice-Chair of the GPF Committee is deemed to be the Board Vice-Chair until such time a new Chair or Vice-Chair of the GPF Committee has been appointed, in that order.

2. Should the Chair and/or the Vice-Chair of the GPF Committee not be an appointed member of the Capital Region Board, the Vice-Chair of the Capital Region Board shall be the appointed Board representative from the member municipality of the Chair or Vice-Chair of the GPF Committee, in that order.

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

4. The Vice Chair/Interim Vice-Chair does have voting rights as a member on the Board representing their municipality.

5. At no time shall any municipality have more than one vote.

______________________________
Chief Executive Officer
Nolan Crouse, Board Chair
PURPOSE
This policy clarifies the Board Chair, Interim Board Chair, and Vice-Chair’s role and responsibilities.

POLICY
This role description outlines the delegated authorities provided to the Board Chair or Interim Board Chair required to carrying out his/her duties on behalf of the Board and ensure compliance with the Capital Region Board Regulation and any Ministerial Orders that are active.

GUIDELINES

1. POSITION SUMMARY
   a. The Chair of the Capital Region Board is responsible for overseeing the implementation of the Capital Region Growth Plan and in so doing will ensure that the Capital Region Board satisfies the requirements of the Capital Region Board Regulation (Regulation).
   b. The Chair will promote awareness of the Board’s mandate, goals, and established outcomes of the Capital Region Growth Plan and develop and maintain effective relationships and communication with member municipalities, government and key stakeholders.
   c. The Chief Executive Officer reports to the Chair.

2. AUTHORITIES
   a. The Capital Region Board was created in April 2008 with the promulgation by the Province of Alberta of the Capital Region Board Regulation. The Board is defined as a corporation that has some of the powers and duties of a regional services commission under the Municipal Government Act. The Regulation, as updated periodically by the Province, outlines the authorities and responsibilities of the Board including the requirement to prepare and implement the Capital Region Growth Plan and the administration of the Regional Evaluation Framework. The Regulation and CRB Policies govern the overall operations of the Board.
   b. In accordance with CRB Policy G005, the Chair has voting rights as a member of the Capital Region Board representing their municipality. The Chair may participate in debate on any matter before the Board by relinquishing the Chair. 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.

3. RESPONSIBILITIES
   a. Responsible to the members of the Capital Region Board.
   b. Ensures that the Board members are aware of their responsibilities under the Capital Region Board Regulation.
   c. Prepare for and Chair meetings of the Capital Region Board in accordance with the Capital Region Board Regulation and CRB Policies. Duties at Board meetings:
      1. open and adjourn Board meetings;
2. preserve order and decorum in Board meetings;
3. rule on all questions of procedure;
4. ensure that each member of the Board who wishes to speak on a debatable motion is granted the opportunity to do so;
5. determine the speaking order when two or more members of the Board or others wish to speak; and
6. decides who, aside from members of the Board, may address the Board
7. The Interim Chair does not have voting rights.

d. The Chair does have voting rights as a member on the Board representing their municipality on behalf of the Board, ensure that the Chief Executive Officer is satisfactorily carrying out his/her duties and is responsible for the annual performance review of the CEO.
e. Shall be designated by the Board and in CRB policies as one of the signing officers for certain Board documents.
f. The Chair is non-voting ex-officio on all Board committees and task forces.
g. When required, represents the Capital Region Board to the federal and provincial governments, other stakeholders and attends external events.

4. TIME COMMITMENT
a. Properly performing the duties of the Chair will require a time commitment of between three and four working days per month.

5. REMUNERATION
a. An elected Board chair will be paid a retainer of $2,000 per month.
b. The Chair will also be permitted to claim per diems and travel expenses for Board, committee, and task force meetings (i.e. $200 per day). Per diems, travel and parking will be reimbursed in compliance with the CRB’s Remuneration Policy. Parking at the CRB office building will be provided.

6. BOARD VICE-CHAIR OR INTERIM VICE-CHAIR
a. In instances when the Chair rescinds his/her role during a Board meeting (refer to Policy G005) or at any other time, the Board Vice-Chair is authorized to perform the responsibilities and have the authority of the Board Chair.
b. The Vice-Chair or Interim Vice-Chair shall chair Board meetings when the Chair or Interim Chair is absent or unable to act as Chair or Interim Chair and shall have all the powers and responsibilities of the Chair or Interim Chair under this policy during the absence or incapacity of the Chair or Interim Chair.
c. The Vice Chair/ Interim Vice-Chair does have voting rights as a member on the Board representing their municipality.
d. At no time shall any municipality have more than one vote.

______________________________
Nolan Crouse, Board Chair
Purpose

This policy clarifies the Board Chair's or Interim Board Chair, and Vice-Chair’s role and responsibilities.

Policy

This role description outlines the delegated authorities provided to the Board Chair or Interim Board Chair required to carrying out his/her duties on behalf of the Board and ensure compliance with the Capital Region Board Regulation and any Ministerial Orders that are active.

Guidelines

1. Position Summary
   a. The Chair of the Capital Region Board is responsible for overseeing the implementation of the Capital Region Growth Plan and in so doing will ensure that the Capital Region Board satisfies the requirements of the Capital Region Board Regulation (Regulation).

   b. The Chair will promote awareness of the Board’s mandate, goals, and established outcomes of the Capital Region Growth Plan and develop and maintain effective relationships and communication with member municipalities, government and key stakeholders.

   c. The Chief Executive Officer reports to the Chair.

2. Authorities
   a. The Capital Region Board was created in April 2008 with the promulgation by the Province of Alberta of the Capital Region Board Regulation. The Board is defined as a corporation that has some of the powers and duties of a regional services commission under the Municipal Government Act. The Regulation, as updated periodically by the Province, outlines the authorities and responsibilities of the Board including the requirement to prepare and implement the Capital Region Growth Plan and the administration of the Regional Evaluation Framework. The Regulation and CRB Policies govern the overall operations of the Board.

   b. In accordance with CRB Policy G005, the Chair has voting rights as a member of the Capital Region Board representing their municipality. The Chair may participate in debate on any matter before the Board by relinquishing the Chair. 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.

3. Responsibilities
   a. Responsible to the members of the Capital Region Board.

   b. Ensures that the Board members are aware of their responsibilities under the Capital Region Board Regulation.
c. Prepare for and Chair meetings of the Capital Region Board in accordance with the Capital Region Board Regulation and CRB Policies. Duties at Board meetings:
   1. open and adjourn Board meetings;
   2. preserve order and decorum in Board meetings;
   3. rule on all questions of procedure;
   4. ensure that each member of the Board who wishes to speak on a debatable motion is granted the opportunity to do so;
   5. determine the speaking order when two or more members of the Board or others wish to speak; and
   6. decides who, aside from members of the Board, may address the Board
   7. The Interim Chair does not have voting rights.

d. The Chair does have voting rights as a member on the Board representing their municipality o.On behalf of the Board, ensure that the Chief Executive Officer is satisfactorily carrying out his/her duties and is responsible for the annual performance review of the CEO.

e. Shall be designated by the Board and in CRB policies as one of the signing officers for certain Board documents.

f. The Chair is non-voting ex-officio on all Board committees and task forces.

g. When required, represents the Capital Region Board to the federal and provincial governments, other stakeholders and attends external events.

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   c. The Vice Chair/ Interim Vice-Chair does have voting rights as a member on the Board representing their municipality.

   d. At no time shall any municipality have more than one vote.

__________________________________________
Nolan Crouse, Board Chair
PURPOSE
To establish guidelines for the administration of vacation leave and General Holidays for Capital Region Board employees.

POLICY
The Capital Region Board provides annual vacation leave to all permanent employees to ensure that they have adequate time for rest and relaxation each year. It is expected that employees will take vacation leave on at least an annual basis except for extenuating circumstances. The CRB recognizes the General Holidays under the Alberta Standards Code and recognizes additional holidays.

GUIDELINES
1. All employees, except Managers, shall earn vacation days on the basis of 15 days per every year worked.
2. Managers shall earn vacation days on the basis of 20 days per every year worked.
3. All employees shall earn an additional five vacation days on the anniversary of their sixth, fifteenth, and twenty-first year of service.
4. All employees shall receive four days during Christmas closure plus two days in-lieu of overtime.
5. Vacation days may be taken in the same year they are earned.
6. If employment is terminated for any reason, vacation days will be calculated on a pro rata basis. Any days owing to the employee will be paid out based on the employee’s regular rate of pay. Any days owing to the CRB will be deducted from the employee’s last pay cheque based on the employee’s regular rate of pay.
7. The Chief Executive Officer shall have the authority to make exceptions to the earned vacation days as deemed necessary.
8. Scheduling of vacation time must be approved by the Chief Executive Officer.
9. Vacation leave for the Chief Executive Officer will be determined in his/her personal services contract.
The following days are general holidays in Alberta recognized under the Alberta Standards Code:

a. New Year’s Day  
b. Alberta Family Day  
c. Good Friday  
d. Victoria Day  
e. Canada Day  
f. Labour Day  
g. Thanksgiving Day  
h. Remembrance Day  
i. Christmas Day  

10. In addition to the above the Capital Region Board declares the following as additional general holidays:  
a. Easter Monday  
b. Heritage Day (first Monday in August)  
c. Boxing Day  

11. Should any of the above named general holidays fall on a normal working day and the employee does not work that day, the employee shall receive the day with pay.  

12. Should any of the above named general holidays fall on a weekend, the following scheduled working day shall be observed as the day off for the employees. The Chief Executive Officer shall have the authority to change the day off for general holidays that fall on a weekend.
PURPOSE

To establish guidelines for the administration of vacation leave and General Holidays for Capital Region Board employees.

POLICY

The Capital Region Board provides annual vacation leave to all permanent employees to ensure that they have adequate time for rest and relaxation each year. It is expected that employees will take vacation leave on at least an annual basis except for extenuating circumstances. The CRB recognizes the General Holidays under the Alberta Standards Code and recognizes additional holidays.

GUIDELINES

1. All employees, except Managers of Regional Projects, shall earn vacation days on the basis of fifteen (15) days per every year worked.
2. Managers of Regional Projects shall earn vacation days on the basis of twenty (20) days per every year worked.
3. All employees of Regional Projects shall earn an additional five vacation days on the anniversary of their sixth, fifteenth, and twenty-first year of service.
4. All employees shall earn receive an additional four (4) days of vacation days during Christmas closure (management leave) plus two days in-lieu of overtime for every year worked.
5. Vacation days may be taken in the same year they are earned.
6. If employment is terminated for any reason, vacation days will be calculated on a pro rata basis. Any days owing to the employee will be paid out based on the employee’s regular rate of pay. Any days owing to the CRB will be deducted from the employee’s last pay cheque based on the employee’s regular rate of pay.
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- Thanksgiving Day
- Remembrance Day
- Christmas Day

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- Easter Monday
- Heritage Day (first Monday in August)
- Boxing Day

10.11. Should any of the above named general holidays fall on a normal working day and the employee does not work that day, the employee shall receive the day with pay.

11.12. Should any of the above named general holidays fall on a weekend, the following scheduled working day shall be observed as the day off for the employees. The Chief Executive Officer shall have the authority to change the day off for general holidays that fall on a weekend.

Chief Officer Nolan Crouse, Board Chair
2014 Amended Budget

Motion

*That the Capital Region Board approve the 2014 revised budget.*

Background

- Increase Operating Grant, to offset grant increase.
- Increase Growth Plan Update project costs to incorporate collaboration grant.

Rationale

- The Board received additional operating funds in the amount of $500,000.
- The Board received an additional Regional Collaboration Grant of $500,000 for the Growth Plan Update.
### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>2013 Actual</th>
<th>2014 Approved Budget</th>
<th>2014 Proposed Budget</th>
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<tbody>
<tr>
<td>GOA Operating Grant</td>
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<td>*$3,000,000</td>
<td>*$3,500,000</td>
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<tr>
<td>GOA Planning Intern Grant</td>
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<td>Revenue Carryover from prior years</td>
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<td>Deferred Revenue</td>
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<td>Contributed Services-Municipal Contributions</td>
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<td>Regional Collaboration Grant-Regional Competitive Analysis</td>
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<td>Regional Collaboration Grant-Growth Plan Update</td>
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<td>Regional Collaboration Grant-Regional Energy Corridors</td>
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<tr>
<td>Regional Collaboration Grant-Sub-Regional housing</td>
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<tr>
<td>Regional Collaboration Grant-Transit Governance Study</td>
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<td>*$-</td>
<td>*$-</td>
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<td><strong>Total Revenue</strong></td>
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### Expenditures

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<th>Description</th>
<th>2013 Actual</th>
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<tr>
<td>Board and Committees</td>
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<td>Administration</td>
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<td>Growth Plan Update</td>
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<td>Regional Competitive Analysis</td>
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<td>Regional Energy Corridors</td>
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<td>Sub-Regional Housing</td>
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<td>Regional Transit Governance Study</td>
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<td><strong>Capital</strong></td>
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<td>Office Furniture/Equipment</td>
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<td><strong>Total Expenditures</strong></td>
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**Unallocated Funds**

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<tr>
<th>Description</th>
<th>2013 Actual</th>
<th>2014 Approved Budget</th>
<th>2014 Proposed Budget</th>
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<tbody>
<tr>
<td>Surplus (Deficit)</td>
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<td>$-</td>
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<tr>
<td>Accumulate surplus beginning of year</td>
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</tr>
<tr>
<td>Accumulate surplus end of year</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>

* Regional Collaboration Grants
** Includes honorarium, travel and meeting expenses
*** Includes office lease, office supplies, legal fees, insurance, IT, salaries/benefits, communications and travel
Prepared May 9, 2014
Capital Region Board Auditors (2014-2016)

**Motion**

*That the Capital Region Board approve the re-appointment of Hawkings Epp Dumont to provide audit services to the Board including completion of audited annual financial statements for the years ending December 31, 2014, 2015 and 2016 and, unless year ends change unaudited financial statements for the periods April 1 to March 31, 2015, 2016 and 2017.*

**Background**

- The CRB Regulation designates the Board as a regional services commission under the Municipal Government Act. Section 602.33 of the Act requires that each commission prepare audited annual financial statements for each calendar year. The financial statements and auditor’s report are to be submitted to the Minister by March 31 of the year following that to which the financial statements pertain.

- On September 9, 2010, the CRB approved Governance Policy G009 Appointment of Auditor which requires that the Board approve an auditor each year by December 31 of each year. Governance Committee is responsible to make a recommendation to the Board respecting appointment of an auditor.

- The Grant Agreement between the Capital Region Board and the Ministry of Municipal Affairs for the period from April 1, 2014 to March 31, 2015 requires that the Board provide regular updates on both activities and financial performance.

- To meet these requirements, earlier in 2014 the Board provided to the Minister of Municipal Affairs annual audited financial statements for the year ending December 31, 2013 and unaudited financial statements for the period April 1, 2014 to March 31, 2014 as well as the auditors reports for both periods.

- Audited financial statements for the year ending December 31, 2013 were included in the Board’s Annual Report to the Minister of Municipal Affairs for 2013.

- Hawkings Epp Dumont (HED) has been the auditor for the Capital Region Board since awarded the contract in 2011. It is the desire of the Capital Region Board administration to continue with the services provided by HED for an additional three years.

- CRB Administration recommends that the firm of Hawkings Epp Dumont continue the audit services based on the following pricing:
Audit fees for the next three years, commencing with the December 31, 2014 year-end, as follows (assuming no yearend change in the next 3 years; i.e. status quo):

- **2014** - $11,300 audit ($1,000 increase); $2,200 notice to reader ($200 increase)
- **2015** - $11,300 audit; $2,200 notice to reader
- **2016** - $12,000 audit ($700 increase); $2,400 notice to reader ($200 increase)

In the case, that the Province/Board changes year end to **March 31, 2015**, the following fees would apply:

- **2014** - $11,300 audit (for the year ending December 31, 2014);
- **2015** - $8,000 audit (for the stub period 3-months ending March 31, 2015); **Plus $1,500** to audit the opening balance sheet at March 31, 2014 and prepare a 3-month comparative financial statement to March 31, 2014; **total of $9,500**;
- **2016** - $12,000 audit (for the year ending March 31, 2016; **Plus $1,000** to prepare an audited comparative 12-month period ending March 31, 2015); **total of $13,000**

- HED is a well-respected audit/accounting/advisory firm with expertise in preparing financial statements for local government, not-for-profit and other quasi-public sector organizations.

**Rationale**

- The Grant Agreement between the Capital Region Board and the Ministry of Municipal Affairs for the period April 1, 2014 to March 31, 2015 requires that the Board provide quarterly and annual reports on both activities and financial performance. As part of these reporting requirements annual audited financial statements are required for the Board’s fiscal year of 2014 as well as unaudited financial statements for the period from April 1, 2014 to March 31, 2015.

- Section 602.33 of the Municipal Government Act requires regional services commissions to prepare and submit to the Minister audited annual financial statements and the auditor’s report by March 31 of the year following that to which the statements apply. Although preparation of financial statements is not required by the CRB Regulation, to be consistent with the Municipal Government Act provisions for regional services commissions, with sound corporate governance for municipalities, and with the broader public sector and not-for-profit organizations, annual audited financial statements should be prepared.
Performance Monitoring Committee - Change of Name

Motion

That the Capital Region Board approve changing the Performance Monitoring Committee name to the Advocacy & Monitoring Committee (AMC) and that the Performance Monitoring Committee Terms of Reference be amended accordingly to reflect the change in committee name, as recommended by the Governance, Priorities & Finance Committee.

Background

In 2013 the Board requested a review of its committee structure, including the Board itself.

George B. Cuff and Associates was retained to provide an assessment of the Board’s current committees and to recommend potential changes to improve the efficiency and effectiveness of the Board.

On September 12, 2013, the Board approved Option B of the Cuff recommendations - a proposal for three Standing Committees with the addition of “Task Forces” to carry out “project specific” work, where each Task Force would be assigned to a Standing Committee or the Board.

In 2014, Terms of Reference (TOR) were created and approved by the Board, including a TOR for the Performance Monitoring Committee.

Rationale

The Performance Monitoring Committee currently consists of six members: the Board Chair, the Chairs of the three standing committees of Governance, Priorities & Finance, Land Use & Planning and Regional Services, the City of Edmonton and a member at large (the City of Leduc). Based on the committee membership, advocacy was found to be best suited to the Performance Monitoring Committee instead of the Governance, Priorities & Finance Committee. The following identifies the background and mandate from the Board approved Performance Monitoring Committee TOR:

**BACKGROUND**

This committee provides the leadership for monitoring and reporting of the Board’s progress towards its stated goals (Business and Strategic Plans, and Growth Plan), and making recommendations to the Board to improve its performance.

**MANDATE**

Reporting to the Board, this committee’s mandate is to:

- Monitor and report on the Board’s progress as set out in its approved business, strategic and Growth plans
- Identify risks and issues that may be inhibiting the Board’s progress and propose solutions
- Identify emerging issues and opportunities to the Board
- Identify where changes are needed or enhancements can be applied to further reinforce the progress of the Board’s collective efforts
- Oversee, monitor and report on the Board’s progress in education, communications, advocacy and relationship building as set out in its approved advocacy and communications plan
  - Policy Advice - Formulate and recommend any positions and responses to provincial and federal issues (legislative, policy and program) affecting the CRB
Governance, Priorities & Finance Committee recommendation to the Capital Region Board

- Intergovernmental Relations and Advocacy - Inform and provide recommendations regarding legislative, policy and program issues and opportunities affecting the Board’s mandate and priorities to key federal and provincial government departments

As this Committee will be advocating to stakeholders and government, the Advocacy & Monitoring Committee (AMC) was identified as the most appropriate name to reflect the existing Performance Monitoring Committee TOR.

On June 16, 2014, the Governance, Priorities & Finance Committee approved a motion recommending the Board approve changing the Performance Monitoring Committee name to the Advocacy & Monitoring Committee (AMC) and that the Performance Monitoring Committee Terms of Reference be amended accordingly to reflect the change in committee name.
Non-Priority Growth Areas Policy Clarification

Motion

*That the Capital Region Board approve the Non-Priority Growth Areas Policy Clarification as originally proposed and that no amendments be considered until the Growth Plan Update is completed, as recommended by the Land Use & Planning Committee.*

Background

- On July 11, 2013, the Capital Region Board referred the subject Policy Clarification back to the Land Use Committee for further consideration with a “view of flexibility”.

- The Land Use Committee subsequently sent the matter to the Planning Advisory Group with the following direction:

  **Motion:** Given the diversity of the rural communities, the Land Use Committee directs the Planning Advisory Group to review the following statement for inclusion in the Guide:

  "Notwithstanding the difficulties in applying a standard criteria for Counties, the criteria outlined for Towns and Villages may be applied in assessing a REF application, at the request of the County submitting the REF application."

  **Moved by:** Linda Osinchuk, Strathcona County
  **Decision:** Carried

- On April 14, 2014, the Planning Advisory Group (PAG) reviewed the proposed amendment to the Non-Priority Growth Areas Policy Clarification as suggested by former Mayor Osinchuk, Strathcona County. Strathcona County representatives requested that discussion on the amendment to the Guide be postponed until they had an opportunity to review the amendment with the current Mayor of the County.

- At the June 9, 2014, meeting of PAG the representatives from Strathcona County advised that the current Mayor, Roxanne Carr, supported withdrawing the subject motion. The rationale being that the Growth Plan Update was currently underway and, depending on the direction taken with the Update regarding Priority Growth Areas, resources may be duplicated and/or wasted in continuing to review the subject matter.

- It was agreed and supported by PAG members that the Land Use & Planning Committee recommend that the Board approve the motion as originally proposed given the support provided by Strathcona County.

**Original Motion to the Board:**

*That the Capital Region Board approve the Non-Priority Growth Areas Policy Clarification as recommended by the Land Use Committee.*
On June 19, 2014, the Land Use & Planning Committee reconsidered the subject clarification based on the input from the Planning Advisory Group and approved a motion recommending the Board approve the original Non-Priority Growth Areas Policy Clarification and that no amendments be considered until after the Growth Plan Update is completed.

Attachments:
1. REF Interpretation Guide: Non-Priority Growth Areas Policy Clarification
REF Interpretation Guide  
**Non-Priority Growth Area Policy Clarification**

**Introduction**

On June 14, 2012, the Capital Region Board approved the Report: A Review of the Administration of the Regional Evaluation Framework. The Report included the following recommendation regarding interpretation of the Capital Region Growth Plan and the evaluation criteria in the REF:

7. Develop a comprehensive guide that will assist municipalities, Third Party Consultants, and CRB administration in the interpretation of the principles and policies of the Growth Plan and the evaluation criteria in the Regional Evaluation Framework.

Work on the development of the guide was still in the preparation stages when Strathcona County introduced a notice of motion at the August 9, 2012 Board meeting that would direct the Capital Region Board to prioritize a process to clarify the criterion, principles and policies used to evaluate planning documents through the Regional Evaluation Framework (REF).

The motion was put forward as a result of 2 REF applications that were considered and rejected at the August 9, 2012 Board meeting. One application was for a cluster country residential development and the other for an expansion to an existing Hamlet.

A backgrounder provided by Strathcona County indicated that “there is an urgent need for clarification of interpretation of the Capital Region Growth Plan’s principles and policies that are used to evaluate planning proposals submitted by member municipalities.” Strathcona County provided three areas of prioritization:

1. Cluster Country Residential  
2. Growth outside the Priority Growth Areas  
3. Industrial and commercial development

On September 13, 2012, an amended motion, that aligned Strathcona’s motion with the REF Administration Report recommendations work, was presented and approved by the Board.

**Amended Motion:** That the Capital Region Board directs the Land Use Committee and Planning Advisory Group to give priority to developing an interpretive guide to the policies in the Growth Plan and criteria in the Regional Evaluation Framework related to Cluster Country Residential Areas and Areas Outside of Priority Growth Areas as part of the current REF Administration Review Implementation project.
Growth Outside the Priority Growth Areas

This particular policy clarification document is focused on the Growth Outside the Priority Growth Areas (Non-PGA) part of the motion.

Strathcona County’s backgrounder included the following examples of the interpretive issues facing municipalities when preparing planning documents that are subject to CRB approval:

3. There is limited guidance for areas identified for growth outside the Priority Growth Areas as identified in the Priority Growth Areas and Cluster County Residential Areas map. For instance, what is the Growth Plan’s intent for growth distribution or expansion of these areas? Currently the Growth Plan simply states that areas allowed for growth outside of Priority Growth Areas are to be ‘appropriate to their size’ which has been interpreted differently.

Planning Advisory Group

Pursuant to the direction in the Motion the Planning Advisory Group (PAG) members discussed the challenges of applying the Non-PGA policies at their September 17, 2012 meeting. There is a lack of direction and clarity in the policies of the Growth Plan for areas outside of PGA’s and CCRA’s.

At the October 15, 2012 PAG meeting a Non-PGA Subcommittee of PAG was established to review the matter further and report back to the rest of the Group.

The Non-PGA Subcommittee, together with the CCRA Subcommittee, established the following approach to reviewing the policies that were the subject of the Strathcona County Motion:
Subcommittee Approach

a. **Research** - Research legislative context and decision making process resulting in existing policies in the Growth Plan for Growth Areas Outside PGAs and CCRAs

b. **Issue Identification** - Identify current “Red Flag” issues relating to interpretation of Growth Areas Outside of PGAs and existing CCRA policies

c. **Policy Clarification Recommendations** - Recommend clarifications to be included in an interpretive guide to the policies in the Growth Plan and criteria in the Regional Evaluation Framework

d. **5 Year Update Issues** - Identify implementation issues related to Growth Areas Outside of PGAs and CCRA policies for consideration in the 5 Year Land Use Plan Review

**a. Research**

With the assistance of ISL Consulting, the Subcommittees researched the establishment of the current growth plan policies related to CCRAs and Non-PGA areas. The Subcommittees’ research is summarized in Appendix 1.

**b. Issue Identification**

Following the review of the research and the backgrounder provided by Strathcona County the Non-PGA Subcommittee identified the following issues related to the application of the policies in the Growth Plan:

1. **Population Forecasts** - Forecasts are being interpreted and used as caps in REF applications with the effect of limiting growth potential of Areas Outside of PGAs. The intent of the Principles and Policies of the Growth Plan is that all municipalities be allowed to have growth, appropriate to their size, as long as the cumulative amount and impact of such growth does not compromise growth occurring in PGAs and regional infrastructure investments required to service PGAs.

2. **Infrastructure Funding** - In Recommendations to Other Orders of Government contained in the October 2009 Addendum there is a specific recommendation supportive of Growth Areas Outside of PGAs stating “That the Government of Alberta support continued access to provincial infrastructure funding for municipalities located outside of PGAs and for Alberta’s Industrial Heartland”. 

3. **Growth appropriate to size** - The preamble to Principal C of the Growth Plan (March 2009) states that “all municipalities should be allowed to have growth, appropriate to their size”. No definition or interpretation of ‘appropriate’ is provided; and its interpretation is therefore subjective.

4. **Servicing appropriate to the form of development** - The policies under Principle C state that development is allowed outside of PGAs if “the level of services provided is appropriate to the form of development”. As with the above, no definition or interpretation of ‘appropriate’ is provided.
c. Policy Clarification Recommendations

1. Population Forecasts

The REF evaluation criteria includes the following:

5.4 When evaluating a statutory plan or statutory plan amendment under this section, the Board must consider:

b) Whether approval and full implementation of the statutory plan or statutory plan amendment would result in development that is consistent with all of the following:

(ii) The regional population and employment forecasts in the Capital Region Growth Plan.

The CRB is currently looking at the use of population and employment forecasts in the evaluation of REF applications through a separate process that is running parallel to the update to the forecasts. The most recent information indicates that the new forecast will be based on a range rather than a single line forecast that will introduce some flexibility to the evaluation of REF applications.

2. Infrastructure Funding

It is recommended that the CRB continue to support continued access to provincial infrastructure funding for municipalities located outside of PGAs.

3. Growth appropriate to size & 4. Servicing appropriate to the form of development

The Capital Region Growth Plan guides future growth and development through the application of Land Use Principles and Policies. The Minimize Regional Footprint principle includes the following policies for growth outside of Priority Growth Areas:

<table>
<thead>
<tr>
<th>C. Allow Growth Outside of Priority Growth Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preamble</strong></td>
</tr>
<tr>
<td>All municipalities should be allowed to have growth, appropriate to their size and as per the Principles and Policies of the Plan. However, it shall be addressed on a comprehensive basis to ensure that the collective impact of such growth does not compromise growth occurring within the priority growth areas, thereby compromising regional infrastructure investments and the intent of the Plan as defined by the other policies.</td>
</tr>
<tr>
<td><strong>Policies</strong></td>
</tr>
<tr>
<td>(i) Allow development outside of the priority growth areas if the following criteria are met:</td>
</tr>
<tr>
<td>a. It is contiguous to existing development;</td>
</tr>
<tr>
<td>b. It follows the Principles and Policies of this Plan related to the form of development;</td>
</tr>
<tr>
<td>c. The level of services provided is appropriate to the form of development; and</td>
</tr>
<tr>
<td>d. Development in this area will not adversely impact the provision of regional infrastructure required to service the priority growth areas.</td>
</tr>
<tr>
<td>(ii) Growth generated by new development should conform to the Principles and Policies of the Capital Region Growth Plan.</td>
</tr>
<tr>
<td>(iii) All municipalities shall be allowed to grow. The cumulative amount and impact of growth outside of the priority growth areas shall be monitored by the CRB.</td>
</tr>
<tr>
<td>(iv) Development on or near municipal boundaries shall be compatible and consistent with the policies of the Plan and shall not impede the sustainable delivery of infrastructure.</td>
</tr>
</tbody>
</table>
Currently there is no definition or interpretation of ‘appropriate to their size’ or ‘appropriate to form of development’ in the Growth Plan.

Notwithstanding the requirement for growth to be consistent with the Principles and Policies of the Plan, it is proposed that ‘appropriate to their size’ and ‘appropriate to form of development’, with respect to planning residential growth, means....

**Towns and Villages outside of PGAs** (see list below)

1. Planning for up to a maximum of double the current population (based on 2011 Federal Census) over the forecast period of the Growth Plan (to 2044) within current boundaries.
2. New infrastructure to support the increase in population is only allowed after all efforts to maximize the use and efficiency of existing infrastructure has been exhausted.

<table>
<thead>
<tr>
<th>Town or Village</th>
<th>2011 Census</th>
<th>Double Population to 2044</th>
<th>GP Pop Forecast to 2044</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bon Accord</td>
<td>1490</td>
<td>2980</td>
<td>2549</td>
</tr>
<tr>
<td>Bruderheim</td>
<td>1155</td>
<td>2310</td>
<td>2019</td>
</tr>
<tr>
<td>Calmar</td>
<td>1970</td>
<td>3940</td>
<td>3244</td>
</tr>
<tr>
<td>Devon</td>
<td>6510</td>
<td>13020</td>
<td>10427</td>
</tr>
<tr>
<td>Gibbons</td>
<td>3030</td>
<td>6060</td>
<td>4656</td>
</tr>
<tr>
<td>Lamont</td>
<td>1753</td>
<td>3506</td>
<td>2765</td>
</tr>
<tr>
<td>Legal</td>
<td>1225</td>
<td>2450</td>
<td>1980</td>
</tr>
<tr>
<td>Morinville</td>
<td>8569</td>
<td>17138</td>
<td>12186</td>
</tr>
<tr>
<td>Redwater</td>
<td>1915</td>
<td>3830</td>
<td>3642</td>
</tr>
<tr>
<td>Thorsby</td>
<td>797</td>
<td>1594</td>
<td>1570</td>
</tr>
<tr>
<td>Wabamun</td>
<td>661</td>
<td>1322</td>
<td>999</td>
</tr>
<tr>
<td>Warburg</td>
<td>789</td>
<td>1578</td>
<td>1111</td>
</tr>
<tr>
<td>Total</td>
<td>29864</td>
<td>59728</td>
<td>47148</td>
</tr>
</tbody>
</table>

In 2044 the Growth Plan Forecast for the entire Capital Region is 1,734,495. The “appropriate to size” doubling of population growth potential of town and villages (12 of 24 communities on the CRB) based on above represents approx. 4.9% of the projected population growth in the Region to 2044.

**d. 5 Year Update Issues**

**Counties**

All of the Counties include lands outside of Priority Growth Areas. The nature of development on these lands can take on many forms. They range from agricultural subdivisions to major industrial parks and from lakefront subdivisions to hamlet communities. Some developments
are fully serviced, others unserviced, and still others only partially serviced. Some Counties define the boundaries of these development, others do not. Each of the Counties designates and treats these developments using a variety of different planning approaches and mechanisms to plan and support growth. This makes it difficult to adopt a single equitable policy clarification for the areas within Counties that are outside of the PGAs.

It is recommended that growth within Counties, outside of PGAs, CCRAs, Towns and Villages, be further reviewed as part of the Growth Plan Update.
Prioritization of Regional Transportation Projects
Integrated Regional Transportation Master Plan

Motion

That the Capital Region Board approve the Prioritization of Regional Transportation Projects Report and that the report be forwarded to the Minister of Transportation as an update of the Region’s transportation priorities, as recommended by the Land Use & Planning Committee.

Background

- On May 23, 2013, the Land Use Committee approved the 2013 Business Plan and Budget including a project to develop a three year regional transportation project priority list based on the Integrated Regional Transportation Master Plan.

- On June 27, 2013, Hassan Shaheen of ISL Engineering presented the Scope of Work for the Prioritization of Transportation Master Plan project to the Land Use Committee.

- A Technical Review Committee comprised of a small group of Senior Municipal Transportation staff from the region and representatives from Alberta Transportation was established to provide technical input and guidance to the consultant. The Technical Review Committee met on seven occasions, providing information on current and proposed projects in the region, developing review criteria for the projects, establishing the weighting of each criterion, participating in a pair-wise exercise to score the projects, and ultimately, finalizing the ranking of the projects.

- The Report includes three ranked project lists:
  - Project Priorities for Construction – Projects ready for construction
  - Priorities for Project Design – Confirmed projects ready for preliminary engineering and design
  - Priorities for Project Functional or Corridor Planning – Long term plans that require feasibility studies to establish the type, nature, and alignment of a project together with property requirements and construction costs.

The Project Priorities for Construction list is recommended for the Board’s use in influencing the Provincial 3 year capital plan; Priorities for Project Design list is recommended for use in aligning local, regional and provincial capital programs over a longer horizon; and, the Priorities for Project Functional or Corridor Planning is recommended for use by the Board in guiding regional strategic planning and exploring opportunities for joint studies and cost sharing.
• On April 17, 2014, following a presentation by the consultant, the Committee directed CRB Administration to circulate the draft report to member municipalities for comments and to bring the report back to the Committee on June 19, 2014.

• The draft report was circulated to member municipalities on April 29, 2014, with a request for comments by June 2, 2014. CRB Administration also held an information session on May 21, 2014, to provide members and municipal staff with an opportunity to understand how the report was prepared. Accordingly, responses were received from 10 of 24 member municipalities as well as Alberta Transportation and Alberta’s Industrial Heartland Association.

• The final report, including revisions based on the comments from municipal members above, was presented to the Land Use & Planning Committee on June 19, 2014. The Committee approved a motion recommending the Board approve the report and forward it to Alberta Transportation as an update of the Region’s transportation priorities. The Committee also included in the motion a requirement that the report be reviewed and updated on an annual basis.

Attachments:
1. Integrated Regional Transportation Master Plan - Prioritization of Regional Transportation Projects Report
Capital Region Board

Final Report

Integrated Regional Transportation Master Plan
Prioritization of Regional Transportation Projects

June 27, 2014
Table of Contents

1.0 Introduction .......................................................................................................................... 1
  1.1 Background ...................................................................................................................... 1
  1.2 Objectives ...................................................................................................................... 1

2.0 Methodology .......................................................................................................................... 2
  2.1 Overview of Evaluation Process ..................................................................................... 2
  2.2 Evaluation Criteria .......................................................................................................... 2
  2.3 Criteria Weighting .......................................................................................................... 3
  2.4 Original Ten Year IRTMP Project List ............................................................................. 3

3.0 Project Prioritization ............................................................................................................. 5
  3.1 Project Scoring ................................................................................................................. 5
  3.2 Project Prioritization ......................................................................................................... 5

4.0 Conclusion and Recommendations ..................................................................................... 8
  4.1 Conclusions ..................................................................................................................... 8
  4.2 Action Recommendations ............................................................................................. 8
  4.3 Other Recommendations ................................................................................................. 9

TABLES
Table 2.1: Evaluation Criteria .................................................................................................. following page 2
Table 2.2: Evaluation Criteria Weighting ................................................................................ 3
Table 2.3: Ten Year Project List .............................................................................................. 4
Table 3.1: Priorities for Projects Ready for Construction ....................................................... 5
Table 3.2: Priorities for Project Design ..................................................................................... 6
Table 3.3: Priorities for Project Functional or Corridor Planning ............................................. 7

FIGURES
Figure 1: Ten Year Roadway Project List ................................................................................ following page 4
Figure 2: Ten Year Transit Project List .................................................................................... following page 4

APPENDICES
Appendix 1 Project Scoring
Appendix 2 Additional Regional Road and Transit Projects for Future Consideration
1.0 Introduction

1.1 Background

The Capital Region Board (CRB) approved the Integrated Regional Transportation Master Plan (IRTMP) in September 2011. The Plan defines key elements of the Capital Region’s future transportation system over a thirty five year time frame. The IRTMP builds upon and supports the policy framework established in the Capital Region Boards Growth Plan’s land use and transit components. The IRTMP also lists the ten-year roadway and transit investment priorities throughout the region.

Following approval of the IRTMP by the Capital Region Board in September 2011, the Plan was submitted to the Government of Alberta with a request for its approval and incorporation into the overall Capital Region Growth Plan (CRGP). In Spring of 2013 The Minister of Municipal Affairs advised that the IRTMP will be included as an Addendum to the CRGP and adopted by Ministerial Order.

In addition, the Minister indicated that Alberta Transportation considers the IRTMP to be a policy document that will guide future planning and development of transportation infrastructure in the Region. The Minister recommended that CRB continue to work with provincial staff to align provincial and regional developments.

Following provincial approval of the IRTMP, the Capital Region Board decided to begin implementing the IRTMP by developing a shorter term prioritization of the ten year roadway and transit project list. The development of such a regional priority list was to foster coordination of regional transportation initiatives between municipalities, as well as enable better alignment of regional and provincial transportation priorities.

1.2 Objectives

The objectives of the IRTMP Implementation Project are:

1. To compile a listing of the Capital Region’s transportation priorities that would serve to coordinate the actions of member municipalities and the Province over the short (3 year), term towards the longer term objectives of the CRGP.

2. To include provincial transportation staff in the development of regional priorities to achieve better alignment of municipal, regional and provincial capital plans.

3. To develop a set of action recommendations that will focus municipal and provincial attention and action on priority transportation initiatives by municipalities and the province in its 3 Year Capital Plan.

4. To enable timely and rolling updates of regional priorities as conditions evolve over time. This document is intended to be a living document which will be changed and improved in the future to meet and reflect changing conditions.
2.0 Methodology

2.1 Overview of Evaluation Process

The project prioritization process was undertaken by a Technical Review Committee with representation from the following jurisdictions:

- City of Spruce Grove
- City of St. Albert
- City of Edmonton
- Strathcona County
- Leduc County
- Sturgeon County
- Alberta Transportation

Following is a summary of the various stages of the regional transportation project prioritization, as utilized in this process:

1. Reviewed the Ten Year Roadway and Transit Priorities Project Lists
   - Project must be part of IRTMP Roadway or Transit Network
   - Roadway projects needed to be “regionally significant”
   - Defined project status
2. Defined Evaluation Criteria
   - Specific criteria that related to the IRTMP and CRGP.
3. Determined Weighting of Evaluation Criteria (Using Pair-wise Analysis)
4. Each project was scored against the agreed upon criteria and their weights
5. Determined project urgency; high, medium or low
6. Adjusted project scoring
   - Assigned numerical value to project urgency
   - Applied project urgency rating to project score to arrive at adjusted score
7. Prioritized Regional Projects by project status category
   - Sorted project list by adjusted score to arrive at project ranking

2.2 Evaluation Criteria

In collaboration with the Technical Review Committee, a set of criteria were developed to help identify project priorities and select a list of projects that will be deemed to be of highest priority for the Region.

The evaluation criteria defined in Table 2.1 correlate directly with the Policies and Principles of the IRTMP and are in alignment with the Capital Region Board’s Growth Plan.
### Table 2.1 Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria Category</th>
<th>Scoring</th>
<th>Scoring Rationalization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Integration with the Capital Region’s Growth Plan (First Guiding Policy Theme of the IRTMP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) Supports Growth in Priority Growth Areas (PGA’s)</td>
<td>0 or 1</td>
<td>Supports Principle 1; Provides Access to a PGA as shown in IRTMP Figure 1, score 1.</td>
</tr>
<tr>
<td>i) The Project is a New Link or Adds Redundancy to the Regional Network</td>
<td>0 or 1</td>
<td>Score 1 if project is a new link or improves redundancy in the network.</td>
</tr>
<tr>
<td>i) The Project Supports Intensification</td>
<td>0 or 1</td>
<td>If supports access to known major infill area (e.g., City Centre Airport Redevelopment), score 1.</td>
</tr>
<tr>
<td>i) Number of PGAs Served</td>
<td>1 point per PGA</td>
<td>Scores 1 for each PGA the project is in or PGA boundary it approaches.</td>
</tr>
<tr>
<td><strong>2. Increased Transportation Choices (Second Guiding Policy Theme of the IRTMP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) Provide Viable Alternatives to the Private Automobile</td>
<td>0 or 1</td>
<td>Provides a Viable Alternative to the Private Automobile.</td>
</tr>
<tr>
<td>i) Project Improves a Transit Priority Corridor or is a Park and Ride on a Transit Priority Corridor</td>
<td>0 or 1</td>
<td>Scores 1 if along a transit priority (including LRT) corridor shown on IRTMP Figure 5.</td>
</tr>
<tr>
<td><strong>3. Reduction of Environmental Degredation (Third Guiding Policy Theme of the IRTMP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) Project Reduces Environmental Degredation</td>
<td>0 or 1</td>
<td>All projects to meet environmental regulations. Score 1 if unequivocally reduces environmental degradation (e.g., HOV/Transit, Park &amp; Ride, LRT, or some other design concept).</td>
</tr>
<tr>
<td><strong>4. Effective Coordination of Infrastructure Between All Jurisdictions (Fourth Guiding Policy Theme of the IRTMP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) A definitive agreement is in place between jurisdictions to complete the project</td>
<td>0 or 1</td>
<td>Score 1 if an agreement has been defined between two or more jurisdictions to complete the project (e.g., between municipalities and/or Alberta Transportation).</td>
</tr>
</tbody>
</table>
2.3 Criteria Weighting

Since the project selection criteria have differing levels of importance, a criteria weighting exercise was undertaken. To determine the weight of each criterion, a pairwise comparison of the criteria was carried out with the participation of the Technical Review Committee members, and resulted in a set of weighted criteria that reflect regional, municipal and provincial interests.

Table 2.2 identifies the weighting of each criterion/sub-criterion.

Table 2.2: Evaluation Criteria Weighting

<table>
<thead>
<tr>
<th>Criterion</th>
<th>% Weight *</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximize Use of Existing Infrastructure</td>
<td>27</td>
<td>1</td>
</tr>
<tr>
<td>Supports the Region’s Economy</td>
<td>21</td>
<td>2</td>
</tr>
<tr>
<td>Provides Viable Alternatives to the Private Automobile</td>
<td>17</td>
<td>3</td>
</tr>
<tr>
<td>Supports Growth in Priority Growth Areas (PGA’s)</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>Supports Multi-Modal Transportation Facilities</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Coordination Between Jurisdictions-Agreement in Place</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Project Reduces Environmental Degradation</td>
<td>4</td>
<td>7</td>
</tr>
</tbody>
</table>

*Rounded to nearest full percent

2.4 Original Ten Year IRTMP Project List

The original Ten Year project listed in the IRTMP is presented in Table 2.3. Projects that have been implemented or commenced since the completion of the IRTMP have been excluded. In an addition to project type, Table 2.3 has assigned a status designation to each of the projects. The three status designations are: “Strategic”, “Functional Plan”, “Prelim Engineering/Design”.

Projects that are at the “strategic” planning stage have typically been defined in a longer range strategic plan such as a transportation master plan; they have typically not undergone any type of engineering to confirm feasibility, alignment or specific configuration. These projects require significant planning and engineering work before they can be implemented.

Projects that are at the “functional plan” stage (or “concept plan” in Edmonton) have undergone the initial stage of planning and engineering which establishes basic feasibility, alignment, configuration, property requirements and planning level construction cost estimate.

Projects that have undergone “preliminary engineering / design” are the closest to being ready for implementation. This stage of planning and engineering entails considerable investigation and detail including geotechnical, hydrotechnical, structural and the preparation of construction contract packages that include drawings and specifications.

In some instances, some projects were in several stages of planning and engineering. To streamline and simplify the project prioritization, these projects were split into separate pieces that correspond to a unique project status.

The Ten Year Roadway and Transit Projects are depicted in Figures 1 and 2.
### Table 2.3: Ten Year Project List

<table>
<thead>
<tr>
<th>Project Number / Name</th>
<th>Project Type</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Sector</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2  Manning Drive (137 Avenue - Anthony Henday Drive)</td>
<td>Widening</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>3  97 Street (167 Avenue - Anthony Henday Drive)</td>
<td>Widening</td>
<td>Strategic</td>
</tr>
<tr>
<td>4  Yellowhead Trail (156 Street to 66 Street)</td>
<td>Upgrade to Free Flow</td>
<td>Strategic/Functional Plan</td>
</tr>
<tr>
<td>5  Whitemud Drive (75 Street to 34 Street)</td>
<td>Widening</td>
<td>Prelim. Eng.</td>
</tr>
<tr>
<td>6  75 Street (Whitemud Drive to Yellowhead Trail)</td>
<td>Upgrading</td>
<td>Strategic/ Functional Plan</td>
</tr>
<tr>
<td>7  50 Street (Ellerslie Road to 41 Avenue SW)</td>
<td>Widening</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>8  Terwillegar Drive (Whitemud Drive to Anthony Henday Drive)</td>
<td>Upgrade to Free Flow</td>
<td>Strategic/Functional Plan</td>
</tr>
<tr>
<td>9  Heritage Valley Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Prelim. Eng.</td>
</tr>
<tr>
<td><strong>West/Northwest Sector</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Highway 60 (Highway 16A to Highway 16)</td>
<td>Twinning</td>
<td>Design complete</td>
</tr>
<tr>
<td>15 Highway 627 (Anthony Henday Drive - 199 St)</td>
<td>New Link</td>
<td>Concept</td>
</tr>
<tr>
<td>16 Whitemud Drive / Highway 628 (Anthony Henday Drive to 231 Street)</td>
<td>Upgrading</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>17 Whitemud Drive / Highway 628 (231 Street to Highway 60)</td>
<td>Twinning</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>18 Ray Gibbon Drive (Anthony Henday to Villeneuve Road)</td>
<td>Twinning</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>19 127 Street (Anthony Henday Drive to St. Albert Trail/Highway 2)</td>
<td>New Link</td>
<td>Strategic/Functional Plan</td>
</tr>
<tr>
<td>20A Highway 16 Spruce Grove to 97 St - HOV/Tansit Priority</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
</tr>
<tr>
<td>20B Highway 16 (Bremner to Manning Fwy) - HOV/Tansit Priority</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
</tr>
<tr>
<td>21 Spruce Grove Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Strategic</td>
</tr>
<tr>
<td><strong>South Sector</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 QE2 65 Avenue (Leduc) Interchange &amp; Arterial (QE2 to Hwy 39)</td>
<td>New Interchange &amp; Arterial</td>
<td>Strategic/Functional Plan</td>
</tr>
<tr>
<td>24 Highway 19 (QE2 Highway to Highway 60)</td>
<td>Twinning</td>
<td>Design Ongoing</td>
</tr>
<tr>
<td>25 Highway 625 (Nisku to Highway 814 Beaumont)</td>
<td>Twinning</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>26 170 Street (Anthony Henday Drive to 41 Avenue SW)</td>
<td>Upgrading</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>27 170 Street (41 Avenue SW to Highway 19) Extension</td>
<td>New Link</td>
<td>Strategic</td>
</tr>
<tr>
<td>28 Nisku Spine Road (Twp Rd 510 to Highway 625)</td>
<td>Widening/New link</td>
<td>Strategic</td>
</tr>
<tr>
<td>29 QE2 (65 Avenue - Ellerslie Road) HOV/Transit Priority Lane</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
</tr>
<tr>
<td><strong>East/Northeast Sector</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Highway 21 (Highway 16 to Highway 628)</td>
<td>Upgrade to Free Flow</td>
<td>Strategic</td>
</tr>
<tr>
<td>31 River Xing; Hwy 21 to 15 and connecting roads: Hwy 21 (Hwy 16 to Twp. 540); Twp. 540 (Hwy 830 to Hwy 21)</td>
<td>New Link</td>
<td>Strategic</td>
</tr>
<tr>
<td>34 Highway 628 (Anthony Henday Drive to Highway 21)</td>
<td>Twinning</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>35 Highway 830 (Highway 16 to Highway 15)</td>
<td>Widening</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>37 Baseline Road/98 Avenue - HOV/Transit Priority</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
</tr>
<tr>
<td>38 Wye Road/Sherwood Park Fwy/Whyte Avenue - HOV/Transit Priority</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
</tr>
<tr>
<td>39 Fort Saskatchewan Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Strategic</td>
</tr>
<tr>
<td>41 Highway 28 (Anthony Henday Drive to Highway 63)</td>
<td>Twinning</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>42 Highway 28A (Highway 15 to Highway 28)</td>
<td>Twinning</td>
<td>Strategic</td>
</tr>
<tr>
<td>44 Highway 15 - HOV/Transit Priority</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
</tr>
</tbody>
</table>
Figure 1 – Ten-Year Roadway Priorities

- **Existing Roadway**
- **Roadway Improvement***
- **Roadway Project Number**
- **Railway**
- **International Airport**
- **Other Airport**
- **Priority Growth Area**
- **Major Employment Area**
- **Future Major Employment Area**
- **Federal Jurisdiction**

*NOTE: All roadway alignments are conceptual and subject to further engineering and technical review.
3.0 Project Prioritization

3.1 Project Scoring

The initial phase of project prioritization involved the scoring of each project against the evaluation criteria outlined in Table 2.1, together with the criteria weights outlined in Table 2.2. The results of this scoring exercise are depicted in Appendix 1.

3.2 Project Prioritization

Following completion of project scoring, the list of projects was subjected to an additional round of scoring to reflect the urgency of each project; high, medium or low. The project urgency rating was assigned a numerical value: high = 3; medium = 2; low = 1. Each project's weighted score was then multiplied by the project urgency rating to arrive at an adjusted score for each project.

The project list was then refined to reflect only the three main project status categories; strategic, functional plan and prelim engineering/design. The list was then organized into three sections corresponding to project status and sorted by the adjusted score from highest to lowest. The resulting lists by project status are depicted in tables 3.1, 3.2 and 3.3 below.

Table 3.1: Priorities for Projects Ready for Construction

<table>
<thead>
<tr>
<th>Project Rank</th>
<th>Adjusted Score</th>
<th>Project No.</th>
<th>Project</th>
<th>Project Type</th>
<th>Rationale</th>
<th>Next Steps/Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>180</td>
<td>9</td>
<td>Heritage Valley Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Lease at Century Park Expiring</td>
<td>Complete Design, Construct</td>
</tr>
<tr>
<td>2</td>
<td>141</td>
<td>24</td>
<td>Highway 19 (QE2 Highway to Highway 60)</td>
<td>Twinning</td>
<td>Safety/ Congestion/ Development/ Redundancy</td>
<td>Resolve 3rd EIA Runway/Complete Design/Construct</td>
</tr>
<tr>
<td>3</td>
<td>110</td>
<td>12</td>
<td>S-LRT (Century Park - Ellerslie)</td>
<td>LRT Extension</td>
<td>Support growth and promote mode shift</td>
<td>Complete Design</td>
</tr>
<tr>
<td>3</td>
<td>110</td>
<td>11</td>
<td>W-LRT (Downtown - Lewis Estates)</td>
<td>LRT Extension</td>
<td>Support growth and promote mode shift</td>
<td>Complete Design</td>
</tr>
<tr>
<td>4</td>
<td>105</td>
<td>41</td>
<td>Highway 28 (Highway 28A to Highway 63)</td>
<td>Highway Upgrading</td>
<td>Congestion/ Safety</td>
<td>Complete Design/ Construct</td>
</tr>
<tr>
<td>5</td>
<td>92</td>
<td>14</td>
<td>Highway 60 (Highway 16A to Highway 16)</td>
<td>Twinning</td>
<td>Congestion/ Development</td>
<td>Complete Land Acquisition/ Construct</td>
</tr>
<tr>
<td>5</td>
<td>92</td>
<td>5</td>
<td>Whitemud Dr. (75 Street to 34 Street)</td>
<td>Widening</td>
<td>Congestion/ Safety</td>
<td>Complete Design</td>
</tr>
<tr>
<td>6</td>
<td>61</td>
<td>34</td>
<td>Highway 628 (Anthony Henday Dr. to Highway 21)</td>
<td>Twinning</td>
<td>Congestion</td>
<td>Complete Design/ Construct</td>
</tr>
</tbody>
</table>
### Table 3.2: Priorities for Project Design

<table>
<thead>
<tr>
<th>Project Rank</th>
<th>Adjusted Score</th>
<th>Project No.</th>
<th>Project</th>
<th>Project Type</th>
<th>Rationale</th>
<th>Next Steps/Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>154</td>
<td>28</td>
<td>Nisku Spine Road (Twp Rd 510 to Highway 625)</td>
<td>New Link</td>
<td>Congestion/Development/Redundancy</td>
<td>Complete Design</td>
</tr>
<tr>
<td>2</td>
<td>129</td>
<td>4</td>
<td>Yellowhead Trail (97 St to 50 Street)</td>
<td>Upgrade to Free Flow</td>
<td>Congestion/Development Pressures</td>
<td>Complete Design</td>
</tr>
<tr>
<td>2</td>
<td>129</td>
<td>4</td>
<td>Yellowhead Trail (156 Street to St. Albert Trail)</td>
<td>Upgrade to Free Flow</td>
<td>Congestion/Development Pressures/Goods Movement</td>
<td>Complete Design/Land Aqu. Construction</td>
</tr>
<tr>
<td>3</td>
<td>109</td>
<td>7</td>
<td>50 Street (Ellerslie Road to 41 Avenue SW)</td>
<td>Widening</td>
<td>Congestion</td>
<td>Complete Design</td>
</tr>
<tr>
<td>4</td>
<td>96</td>
<td>16</td>
<td>Whitemud Drive / Highway 628 (Anthony Henday Drive to 231 Street)</td>
<td>Upgrade on new alignment to correct road condition</td>
<td>Development Pressures/Regional Link</td>
<td>Complete Design</td>
</tr>
<tr>
<td>5</td>
<td>94</td>
<td>26</td>
<td>170 Street (Anthony Henday Drive to 41 Avenue SW)</td>
<td>Widening as necessary</td>
<td>Development Pressures</td>
<td>Complete Design</td>
</tr>
<tr>
<td>6</td>
<td>92</td>
<td>8</td>
<td>Terwillegar Drive (Whitemud Drive to Anthony Henday Drive)</td>
<td>Upgrade to Free Flow</td>
<td>Congestion/Development Pressures</td>
<td>Complete Design</td>
</tr>
<tr>
<td>6</td>
<td>92</td>
<td>42</td>
<td>Highway 28A (Highway 15 to Highway 28)</td>
<td>Twinning</td>
<td>Development Pressures</td>
<td>Complete Design</td>
</tr>
<tr>
<td>6</td>
<td>92</td>
<td>17</td>
<td>Whitemud Drive / Highway 628 (231 Street to Highway 60)</td>
<td>Upgrade on new alignment to correct road condition</td>
<td>Development Pressures/Regional Link</td>
<td>Complete Design</td>
</tr>
<tr>
<td>8</td>
<td>53</td>
<td>19</td>
<td>Ray Gibbon Drive (Anthony Henday to Villeneuve Road)</td>
<td>Twinning</td>
<td>Congestion</td>
<td>Complete Design</td>
</tr>
<tr>
<td>9</td>
<td>43</td>
<td>15</td>
<td>Highway 627 (Anthony Henday Drive - 199 St)</td>
<td>New Link</td>
<td>Development Pressures</td>
<td>Complete Design/Network Analysis for New SW River Crossing</td>
</tr>
<tr>
<td>10</td>
<td>36</td>
<td>2</td>
<td>Manning Drive (137 Avenue - Anthony Henday Drive)</td>
<td>Widening</td>
<td>Development Pressures</td>
<td>Complete Design</td>
</tr>
<tr>
<td>11</td>
<td>26</td>
<td>19</td>
<td>127 Street (Anthony Henday Drive to St. Albert Trail/Highway 2)</td>
<td>New Link</td>
<td>Development Pressures</td>
<td>Complete Design/Complete Functional Plan in Edmonton</td>
</tr>
</tbody>
</table>
## Table 3.3: Priorities for Project Functional or Corridor Planning

<table>
<thead>
<tr>
<th>Project Rank</th>
<th>Adjusted Score</th>
<th>Project No.</th>
<th>Project</th>
<th>Project Type</th>
<th>Rationale</th>
<th>Next Steps/Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>202</td>
<td>20A 20B 29 37 38 44</td>
<td>Regional HOV Transit Priority Study ( Hwy 16, Baseline Rd./98 Ave, Wye Rd./ Sherwood Pk, Fwy./ QE2 Hwy to Leduc)</td>
<td>HOV Lane/ Transit Priority</td>
<td>Congested highway sections impede transit effectiveness and reliability; CRGP mode shift policy implementation</td>
<td>Undertake Regional HOV/Transit Priority Study</td>
</tr>
<tr>
<td>2</td>
<td>136</td>
<td>23</td>
<td>QE2 65 Avenue (Leduc) Interchange &amp; Arterial west of QE2 Hwy.</td>
<td>New Interchange</td>
<td>Relieve Access constraints for City of Leduc and Edm. Int. Airport</td>
<td>Complete Functional Plan</td>
</tr>
<tr>
<td>3</td>
<td>130</td>
<td>33</td>
<td>River Xing; Hwy 21 to 15 and connecting roads: Hwy 21 (Hwy 16 to Twp. 540); Twp. 540 (Hwy 830 to Hwy 21)</td>
<td>New Link</td>
<td>Congestion and lack of river crossing capacity</td>
<td>Complete Functional Plan</td>
</tr>
<tr>
<td>4</td>
<td>129</td>
<td>4</td>
<td>Yellowhead Trail (St. Albert Trail to 97 Street)</td>
<td>Upgrade to Free Flow</td>
<td>Congestion/ Development Pressures/Goods Movement</td>
<td>Complete Functional Plan</td>
</tr>
<tr>
<td>5</td>
<td>122</td>
<td>39</td>
<td>Fort Saskatchewan Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Support Increased travel choice and mode shift</td>
<td>Complete Functional Plan</td>
</tr>
<tr>
<td>6</td>
<td>120</td>
<td>21</td>
<td>Spruce Grove Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Support Increased travel choice and mode shift</td>
<td>Develop Functional Plan</td>
</tr>
<tr>
<td>7</td>
<td>94</td>
<td>27</td>
<td>170 Street (41 Avenue SW to Highway 19) Extension</td>
<td>New Link</td>
<td>Support Growth/ Create parallel route to QE2 Hwy to EIA,</td>
<td>Complete Corridor Study to define alignment and configuration</td>
</tr>
<tr>
<td>8</td>
<td>92</td>
<td>6</td>
<td>75 Street (Argyll Road to Yellowhead Trail)</td>
<td>Widening</td>
<td>Congestion/ Goods movement accommodation</td>
<td>Complete Functional Plan</td>
</tr>
<tr>
<td>9</td>
<td>87</td>
<td>3</td>
<td>97 Street (167 Avenue - Anthony Henday Drive)</td>
<td>Widening</td>
<td>Development pressure</td>
<td>Complete Functional Plan</td>
</tr>
<tr>
<td>10</td>
<td>82</td>
<td>35</td>
<td>Highway 830 (Highway 16 to Highway 15)</td>
<td>Widening</td>
<td>Development/ alternate route to Industrial Heartland</td>
<td>Complete Functional Plan</td>
</tr>
<tr>
<td>11</td>
<td>39</td>
<td>32</td>
<td>Highway 21 (Highway 16 to Highway 628)</td>
<td>Upgrade to Free Flow</td>
<td>Development pressure</td>
<td>Review Functional Plan</td>
</tr>
<tr>
<td>12</td>
<td>35</td>
<td>41</td>
<td>Highway 28 (195 Avenue to Highway 28A)</td>
<td>Twinning</td>
<td>Congestion/ Goods movement</td>
<td>Complete Functional Plan</td>
</tr>
</tbody>
</table>
4.0 Conclusion and Recommendations

4.1 Conclusions

The Ten Year Roadway and Transit project lists included in the IRTMP have been successfully prioritized in a manner that reflects both the policy goals of the Capital Region Growth Plan, as well as on-the-ground challenges and imperatives.

Implementing any long term strategic such as the IRTMP and The Growth Plan, requires an ongoing commitment to planning, design and construction that is reasonably true to the underlying policy objectives. As such, the process for arriving at regional transportation priorities identified priorities in three categories: construction, design and functional planning.

The regional project priorities listed in Tables 3.1, 3.2 and 3.3 include a mixture of project types that respond to urgencies throughout the Capital Region. More importantly, the priorities were arrived at collaboratively between a mix of municipal and provincial representatives.

It is recognized that while completion of planning and design activities are crucial elements of project implementation, other activities such as land acquisition and funding harmonization that may also need to be completed to effect project construction. Nevertheless, the prioritized lists should serve to inform municipal and provincial priorities over the next three years and help the region coordinate and align its infrastructure investments with a better understanding and respect for differing interests.

4.2 Action Recommendations

The following recommendations are made to advance the implementation of regionally important transportation projects:

R1 – That the recommended regional transportation priorities reflected in Tables 3.1, 3.2 and 3.3 be approved by the CRB.

R2 – That the CRB approve a motion to encourage its members to work to align their local capital programs with regional priorities to the greatest extent possible.

R3 – That the CRB forward the regional priorities expressed in this report to the Government of Alberta for active consideration in their 2015 Three Year Capital Plan
4.3 Other Recommendations

The project priority lists contain several projects where the CRB should take a coordinating or lead role. These projects are:

R4 – A Regional HOV/Transit Priority Study- this study would explore the type and extent of transit priority improvements that should be implemented on approach highways to Edmonton along Highway 15, Highway 16, QE2 Highway and along Baseline Road/98 Avenue and Wye Road/Sherwood Park Freeway. This project should include representation from the province and the municipalities who operate transit service on the roadways in question. Funding for such a project could be shared amongst these municipalities, the province and CRB, or in some other mutually agreeable manner.

R5 – A high priority project in need of functional planning work is the proposed new river crossing connecting Township Road 540 and Highway 21 in Strathcona County with Highway 28A within the Horsehills area of Northeast Edmonton. This project is of high importance to the regional transportation network as a result of a severe lack cross-river capacity in an area of the region that will experience significant economic growth within the next 5-10 years. As this project will be of interest to multiple jurisdictions, CRB should consult with the affected parties to determine if there is a will to undertake a joint study, with CRB having a coordinating role.

R6 – The LRT network within Edmonton has been substantially planned out within the City’s current boundaries. With a funding strategy for the Downtown to Southeast LRT line now largely in place, attention needs to turn towards the next LRT extension priorities. To this end it is recommended that detailed analysis be completed to determine where the next LRT extension should be. Since LRT alignments and sequencing have regional implications, it is recommended that the CRB be consulted through this sequencing and priority setting process.

R7 – That that this report on regional transportation priorities be updated periodically to reflect changing and emerging priorities. It is recommended that a ten year back log of projects be kept and maintained as an appendix and used as feeder for the near term three year priorities. Appendix 2 appended to this report constitutes this list of emerging priorities.
Appendix 1
Project Scoring
## Appendix 1: Project Scoring

<table>
<thead>
<tr>
<th>Project Number / Name</th>
<th>Project Type</th>
<th>Project Status</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Sector</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Manning Dr (137 Avenue - Anthony Henday Drive)</td>
<td>Widening</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>3</td>
<td>97 Street (167 Avenue - Anthony Henday Drive)</td>
<td>Widening</td>
<td>Strategic</td>
</tr>
<tr>
<td>4</td>
<td>Yellowhead Trail (156 Street to 66 Street)</td>
<td>Upgrade to Free Flow</td>
<td>Strat/ Func.</td>
</tr>
<tr>
<td>5</td>
<td>Whitemud Dr (75 Street to 34 Street)</td>
<td>Widening</td>
<td>Prelim. Eng.</td>
</tr>
<tr>
<td>6</td>
<td>75 Street (Whitemud Dr to Yellowhead Trail)</td>
<td>Upgrading</td>
<td>Strat/ Func.</td>
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<tr>
<td>7</td>
<td>50 Street (Ellerslie Road to 41 Avenue SW)</td>
<td>Widening</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>8</td>
<td>Terwillegar Drive (Whitemud Dr to Anthony Henday Dr)</td>
<td>Upgrade to Free Flow</td>
<td>Strategic/ Functional Plan</td>
</tr>
<tr>
<td>11</td>
<td>W-LRT (Downtown - Lewis Estates)</td>
<td>LRT Extension</td>
<td>Prelim. Eng.</td>
</tr>
<tr>
<td><strong>West/Northwest Sector</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Highway 60 (Highway 16A to Highway 16)</td>
<td>Twinning</td>
<td>Design Complete</td>
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<tr>
<td>15</td>
<td>Highway 627 (Anthony Henday Drive - 199 St)</td>
<td>New Link</td>
<td>Functional Plan</td>
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<tr>
<td>16</td>
<td>Whitemud Dr / Highway 628 (Anthony Henday Dr to 231 St.)</td>
<td>Upgrading</td>
<td>Functional Plan</td>
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<tr>
<td>17</td>
<td>Whitemud Dr/ Highway 628 (231 Street to Highway 60)</td>
<td>Twinning</td>
<td>Functional Plan</td>
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<tr>
<td>18</td>
<td>Ray Gibbon Dr (Anthony Henday Dr to Villeneuve Rd)</td>
<td>Twinning</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>19</td>
<td>127 Street (Anthony Henday Dr to St. Albert Trail/Highway 2)</td>
<td>New Link</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>20A</td>
<td>Highway 16 Spruce Grove to 97 St - HOV/Tansit Priority</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
</tr>
<tr>
<td>20B</td>
<td>Highway 16 (Bremner to Manning Fwy) - HOV/Tansit Priority</td>
<td>HOV/ Transit Priority</td>
<td>Strategic</td>
</tr>
<tr>
<td>21</td>
<td>Spruce Grove Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Strategic</td>
</tr>
<tr>
<td><strong>South Sector</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>QE2 65 Avenue (Leduc) Interchange &amp; Arterial (QE2 to Hwy 39)</td>
<td>New Interchange &amp; Arterial</td>
<td>Strat/ Func.</td>
</tr>
<tr>
<td>24</td>
<td>Highway 19 (QE2 Highway to Highway 60)</td>
<td>Twinning</td>
<td>Design Ongoing</td>
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<tr>
<td>25</td>
<td>Highway 625 (Nisku to Highway 814 Beaumont)</td>
<td>Twinning</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>26</td>
<td>170 Street (Anthony Henday Drive to 41 Avenue SW)</td>
<td>Upgrading</td>
<td>Functional Plan</td>
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<tr>
<td>27</td>
<td>170 Street (41 Avenue SW to Highway 19) Extenson</td>
<td>New Link</td>
<td>Strategic</td>
</tr>
<tr>
<td>28</td>
<td>Nisku Spine Road (Twp Rd 510 to Highway 625)</td>
<td>Widening/New link</td>
<td>Strategic</td>
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<tr>
<td>29</td>
<td>QE2 (65 Avenue - Ellerslie Road) HOV/Transit Priority Lane</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
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<tr>
<td>12</td>
<td>S-LRT (Century Park - Ellerslie)</td>
<td>LRT Extension</td>
<td>Prelim. Eng.</td>
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<tr>
<td>9</td>
<td>Heritage Valley Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Prelim. Eng.</td>
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</table>
## Integrated Regional Transportation Master Plan
### Prioritization of Regional Transportation Projects
#### Capital Region Board – Report

**FINAL**

<table>
<thead>
<tr>
<th>Project Number / Name</th>
<th>Project Type</th>
<th>Project Status</th>
<th>Weighted Score</th>
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<tbody>
<tr>
<td>32 Highway 21 (Highway 16 to Highway 628)</td>
<td>Upgrade to Free Flow</td>
<td>Strategic</td>
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<td>33 River Xing; Hwy 21 to 15 and connecting roads: Hwy 21 (Hwy 16 to Twp. 540); Twp. 540 (Hwy 830 to Hwy 21)</td>
<td>New Link</td>
<td>Strategic</td>
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<td>34 Highway 628 (Anthony Henday Dr to Highway 21) Twinning</td>
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<td>Strategic</td>
<td>31</td>
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<tr>
<td>35 Highway 830 (Highway 16 to Highway 15)</td>
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<td>Strategic</td>
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<td>33 Township Road 540 (Highway 21 to Highway 830)</td>
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<td>Strategic</td>
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<tr>
<td>37 Baseline Road/98 Avenue - HOV/Transit Priority</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
<td>61</td>
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<tr>
<td>38 Wye Road/Sherwood Park Fwy/Whyte Ave - HOV/Transit Priority</td>
<td>HOV / Transit Priority</td>
<td>Strategic</td>
<td>61</td>
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<tr>
<td>39 Fort Saskatchewan Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Strategic</td>
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<tr>
<td>41 Highway 28 (Anthony Henday Drive to Highway 63)</td>
<td>Twinning</td>
<td>Functional Plan</td>
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<td>42 Highway 28A (Highway 15 to Highway 28)</td>
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<td>44 Highway 15 - HOV/Transit Priority</td>
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* Strat/Func. Plan = Strategic/Functional Plan*
Appendix 2

Additional Regional Road and Transit Projects for Future Consideration
### Additional Regional Road & Transit Projects For Future Consideration

#### Integrated Regional Transportation Master Plan (IRTMP) Implementation

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Type</th>
<th>Project Status</th>
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<tbody>
<tr>
<td>Fort Road (Yellowhead Trail - 66 Street)</td>
<td>Widening/Upgrading</td>
<td>Concept</td>
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<tr>
<td>Yellowhead Trail (50 Street to Victoria Trail)</td>
<td>Widening</td>
<td>Concept</td>
</tr>
<tr>
<td>170 Street CNR Grade Separation</td>
<td>Grade Separation</td>
<td>Strategic</td>
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<tr>
<td>Anthony Henday Drive - Overpasses and IC upgrades</td>
<td>Interchange Upgrades</td>
<td>Concept</td>
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<tr>
<td>Riverview Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Strategic</td>
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<tr>
<td>Ellerslie East Regional Park and Ride</td>
<td>Park &amp; Ride</td>
<td>Strategic</td>
</tr>
<tr>
<td>NW-LRT (NAIT - Campbell)</td>
<td>LRT Extension</td>
<td>Concept</td>
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<tr>
<td>NE-LRT (Clareview - Gorman)</td>
<td>LRT Extension</td>
<td>Prelim. Eng.</td>
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#### West/Northwest Sector

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<th>Project Name</th>
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<tbody>
<tr>
<td>Cardiff Road Interchange at Highway 2</td>
<td>Interchange</td>
<td>Functional Plan</td>
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<tr>
<td>Highway 16 (Anthony Henday Drive to Highway 779)</td>
<td>Widening</td>
<td>Strategic</td>
</tr>
<tr>
<td>Highway 16A (Stony Plain Road)</td>
<td>Interchanges/Widening</td>
<td>Concept</td>
</tr>
<tr>
<td>Highway 627 (Anthony Henday Drive - Highway 60)</td>
<td>Widening</td>
<td>Concept/ Strategic</td>
</tr>
<tr>
<td>Highway 628 (Highway 60 to Highway 779) Reconstruction &amp; Surfacing</td>
<td>Upgrading/ Surfacing</td>
<td>Prelim.Eng.</td>
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<tr>
<td>Ray Gibbon Drive Extension (Villeneuve Road to Highway 2)</td>
<td>New Link</td>
<td>Functional Plan</td>
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<tr>
<td>Fowler Way (Ray Gibbon Drive to St. Albert Trail)</td>
<td>New Link</td>
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#### South Sector

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<th>Project Name</th>
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<tbody>
<tr>
<td>QE2 Highway - Ellerslie Road Interchange Upgrading</td>
<td>Interchange Upgrades</td>
<td>Concept</td>
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<tr>
<td>QE2 Highway Widening / Realignment (Anthony Henday Drive to Highway 19)</td>
<td>Widening/ Realignment</td>
<td>Concept</td>
</tr>
<tr>
<td>QE2 Highway/Highway 2A Interchange</td>
<td>Interchange</td>
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</tr>
<tr>
<td>Highway 625 (Highway 614 to Highway 21)</td>
<td>Twinning</td>
<td>Functional Plan</td>
</tr>
<tr>
<td>170 Street Extension (Highway 19 to Highway 39)</td>
<td>New Link</td>
<td>Strategic</td>
</tr>
<tr>
<td>170 Street Extension (Highway 39 to Highway 2)</td>
<td>New Link</td>
<td>Strategic</td>
</tr>
<tr>
<td>Nisku Spine Road (Highway 625 to Airport Road)</td>
<td>Upgrading</td>
<td>Functional Plan</td>
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<tr>
<td>Nisku Spine Road (Airport Road to Highway 623)</td>
<td>New Link</td>
<td>Functional Plan/Design</td>
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<tr>
<td>Nisku Spine Road (Highway 623 to Highway 2A/QEII)</td>
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<td>Strategic</td>
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<tr>
<td>91 Street (Ellerslie Road - 41 Avenue SW) 4 Lane Widening</td>
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#### East/Northeast Sector

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Type</th>
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<tr>
<td>Highway 16 (East of Sherwood Drive to Highway 830)</td>
<td>Widening/Hwy 830 Interchange</td>
<td>Strategic</td>
</tr>
<tr>
<td>Highway 21</td>
<td>Twinning</td>
<td>Strategic</td>
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<tr>
<td>Strathcona County High-Speed Transit</td>
<td>High Speed Transit</td>
<td>Strategic</td>
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#### North/Northeast Sector

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Type</th>
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<tbody>
<tr>
<td>Highway 15 (Anthony Henday Drive to North City Limit)</td>
<td>New Interchanges</td>
<td>Strategic</td>
</tr>
<tr>
<td>Highway 15 (East of Fort Saskatchewan to Lamont) including Intersection Improvements at Highways 830, 45 and 29</td>
<td>Twinning/Intersection Upgrades</td>
<td>Strategic</td>
</tr>
<tr>
<td>Highway 825 (Highway 37 to Highway 643) Grade Widening</td>
<td>Widening</td>
<td>Design Ongoing</td>
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</table>
Capital Region Highway Network Plan

Motion:

That the Capital Region Board direct the Chair to send a letter to the Minister of Transportation and the Minister of Municipal Affairs requesting support for CRB Administration to engage in discussions with the Province on future transportation plans for the Capital Region, as recommended by the Land Use & Planning Committee.

Background

- Towards the completion of the December 2009 Addendum to the Capital Region Growth Plan (CRGP), Alberta Transportation advised the Capital Region Board that authorization had been given to commence planning for a second Outer Regional Ring Road.

- The CRB initiated the Integrated Regional Transportation System Study (IRTSS) in 2010, which reviewed a number of network alternatives, including testing for a possible Outer Regional Ring Road. The modeling of the alternatives determined that the presence of a second Outer Regional Ring Road in the Capital Region has a tendency to pull traffic outwards from the central portion of the Region thereby contributing to greater dispersal of regional traffic. This tendency is not consistent with the Capital Region Growth Plan goal of trying to contain the regional footprint. Further, the protection of right of way for a second Outer Regional Ring Road on the basis of perceived benefits well beyond the thirty year timeframe of the current Capital Region Growth Plan is fraught with the risk of inducing land development patterns that are diametrically opposed to the Government’s direction in the CRB regulations.

- On June 9, 2011, the CRB approved the Integrated Regional Transportation System Study. The study led to the development of the Integrated Regional Transportation Master Plan (IRTMP) which was approved by the Board on September 8, 2011. Both the IRTSS and IRTMP were submitted shortly thereafter to the province for approval.

- In late June 2011, Alberta Transportation initiated the Capital Region Ring Road – Corridor Identification Study.

- Board members and municipal staff participated in the Corridor Identification Study, reviewing geographic constraints, establishing criteria, etc. However, at a meeting with AT and the consultants at the end of October 2011, concerns remained regarding the justification for the ring road and the inconsistency of the corridor with IRTSS and IRTMP.

- In February 2012 the CRB received a letter from Minister Danyluk wherein he acknowledges the recommendation of the IRTSS not to pursue planning for an outer regional ring road in the 30 year time frame, and as a result, instructed the department to cease work on the Capital Region Ring Road Study.

- Both the IRTSS and IRTMP were subsequently approved by the Province and included as addendums to the CRGP in the spring of 2013.
At the inaugural meeting of the new Land Use & Planning Committee on February 20, 2014, it was requested that Administration provide a presentation on the background and history of the outer regional ring road at the Committee’s next meeting in April.

During discussions following Administration’s presentation, the committee expressed concerns that the ring road remains a future initiative of Alberta Transportation and that projects in the region are being held up until the corridor study is restarted.

On June 19, 2014, the Committee approved a motion requesting that the Board direct the Chair to send a letter to the Minister of Transportation and Minister of Municipal Affairs requesting support for CRB Administration to engage Alberta Transportation in a discussion of a Capital Region Highway Network Plan that aligns with the Growth Plan, IRTSS, and IRTMP.

Rationale

The IRTSS study did not support the corridor identified by Alberta Transportation in 2011. However, there is support by members for a strengthened and improved transportation network for the region that includes elements from the Outer Regional Ring Road Study, such as the river crossing between Edmonton and Fort Saskatchewan. By engaging Alberta Transportation in discussions of an overall Capital Region Highway Network there is an opportunity to achieve the goals and objectives of both the Province and the Region.

Attachments:
1. Draft letter to Ministers of Transportation and Municipal Affairs
2. Letter from Minister Danyluk – February 2012
July 10, 2014

Honourable Wayne Drysdale
Minister of Transportation
324 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Honourable Greg Weadick
Minister of Municipal Affairs
404 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Re: Capital Region Highway Network Plan

Dear Minister Drysdale & Minister Weadick:

As you may be aware, Doug Griffiths, former Minister of Municipal Affairs approved the Capital Region Board endorsed Integrated Regional Transportation System Study (IRTSS) and Integrated Regional Transportation Master Plan (IRTMP) as addenda to the Capital Region Growth Plan to guide the development of future transportation infrastructure in the Region.

Ray Danyluk, former Minister of Transportation instructed the department to work closely with the Board to identify items in the IRTSS and IRTMP that require further clarification and study in order to move forward and incorporate them into provincial plans (see attached letter).

In this regard, the Board has instructed CRB Administration to engage Alberta Transportation in a discussion of an overall Capital Region Highway Network Plan that aligns with the Growth Plan, IRTSS and IRTMP, and enhances regional economic growth, competitiveness, productivity and quality of life for all residents. If this is something you could support, please advise accordingly.

On behalf of the CRB, I would like to thank you for your ongoing support and the opportunity for the CRB to play a critical role in identifying and developing transportation infrastructure priorities for the Alberta Capital Region. I look forward to hearing from you.

Sincerely,

Nolan Crouse
Chair

Attachment

cc: CRB Members
    Rob Penny, Deputy Minister, Transportation
    Andre Corbould, Deputy Minister, Municipal Affairs
    Capital Region CAOs
    Doug Lagore, Chief Executive Officer, Capital Region Board
February 9, 2012

Mr. Jim Edwards
Interim Chair
Capital Region Board
#1405 Bell Tower
10104 – 103 Avenue
Edmonton, AB T5J 0H8

Dear Mr. Edwards:

Thank you for your letter of January 16, 2012 advising of the Capital Region Board’s motion of continuing support for the Integrated Regional Transportation System Study, the Integrated Regional Transportation Master Plan, and the 30 Year Transit Service Plan.

I would like to congratulate the board for undertaking and completing these important projects. I believe it is important that the local elected officials of the Capital Region be given the opportunity to work together and identify their priorities for the region’s future transportation network. This input provides valuable information in developing long-term plans for provincial transportation facilities within the Capital Region.

In particular, the department acknowledges the recommendation of the Integrated Regional Transportation System Study not to pursue planning for an outer regional ring road in the 30-year time frame. As a result, I have instructed the department to cease work on the current Capital Region Ring Road study. I will also be asking the department to continue working closely with the board to identify items in the three plans that require further clarification and study in order to move forward and incorporate them into provincial plans.

.../2
Thank you to you and the Capital Region Board members for submitting these plans. I look forward to further discussions as we work together to ensure that long-term provincial and regional plans are closely integrated and aligned with the region's future needs.

Sincerely,

Ray Danyluk
Minister

cc: Honourable Doug Griffiths, Minister, Municipal Affairs
    Naresh Bhardwaj, MLA, Chair, Capital Region Caucus
Public Transit Policy – Transit Task Force

Motion

*That the Capital Region Board send a letter to the Province requesting the establishment of a Public Transit Policy area, as recommended by the Regional Services Committee.*

Background

On May 22, 2014, the Transit Task Force passed the following motion:

> “That the Capital Region Board send a letter to the Province requesting the establishment of a Public Transit Policy area and that the Regional Services Committee bring it forward to the Capital Region Board.”

Rationale

Under the Capital Region Board’s Regulation 38/2012, the mandated Capital Region Growth Plan includes a regional intermunicipal transit network plan. Currently, the Transit Task Force agenda includes: recommending the next steps for the Intermunicipal Transit Governance Study; coordinating the GreenTRIP priorities for Round 2 applications; overseeing the procurement of Smart Fare Technology to support a Regional Fare Strategy, and developing an Advocacy Strategy and Plan for Regional Transit.

The Province does not host a Public Transit Policy Area for relevant transit agenda items to be directed. As a result, the Performance Monitoring Committee requested the Transit Task Force to send a letter to the Province regarding Public Transit Policy.

On June 19, 2014, the Regional Services Committee approved the motion recommending the Board send a letter to the Province requesting the establishment of a Public Transit Policy area.
Change to Committee Status – Transit Task Force

Motion

That the Capital Region Board change the Transit Task Force to a Standing Committee of the Board effective immediately, that the Transit Task Force Terms of Reference be amended accordingly to reflect the change in Committee name, and that the Performance Monitoring Committee Terms of Reference be amended accordingly to reflect the Transit Committee Chair, as recommended by the Regional Services Committee.

Background

In 2013 the Board requested a review of its committee structure, including the Board itself.

George B. Cuff and Associates was retained to provide an assessment of the Board’s current committees and to recommend potential changes to improve the efficiency and effectiveness of the Board.

On September 12, 2013, the Board approved Option B of the Cuff recommendations - a proposal for three Standing Committees with the addition of “Task Forces” to carry out “project specific” work, where each Task Force would be assigned to a Standing Committee or the Board.

Three Task Forces were approved: Growth Plan Update, Regional Transit and Housing.

Rationale

The intent of establishing Task Forces was to ensure sufficient focus on the issues identified as priorities, rather than compete for attention in the multi-issue agenda of Standing Committees.

At the first meeting of the Regional Services Committee the three transit operators suggested the Transit Task Force be returned to Standing Committee status because:

- The Transit Task Force would not be sufficient to address all the transit-related work identified, including developing regional policy positions to respond to provincial legislative changes affecting intermunicipal bus service, and coordinating the region’s GreenTRIP priorities.

- Task Forces as imagined are inefficient, requiring them to dissolve and reconstitute at the completion of every project. With so many Transit-related priorities already identified, and the municipal membership of Transit Task Forces unlikely to change, this inefficiency is especially evident.

- The Transit Task Force agenda already includes multiple issues: recommending the next steps for the Intermunicipal Transit Governance Study; coordinating the GreenTRIP priorities for Round 2 applications; overseeing the procurement of Smart Fare Technology to support a Regional Fare Strategy, and developing an Advocacy Strategy and Plan for Regional Transit.

On June 19, 2014, the Regional Services Committee approved the motion recommending the Board change the Transit Task Force to a Standing Committee of the Board effective immediately.
<table>
<thead>
<tr>
<th>IR #</th>
<th>Request Date</th>
<th>From</th>
<th>Request</th>
<th>Assigned to</th>
<th>Due by</th>
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<tr>
<td>2014.01</td>
<td>Feb 13</td>
<td>Fort Saskatchewan</td>
<td>What will be the process for dispersing these line items in the 2014 Budget: &lt;ul&gt;&lt;li&gt;$250,000 - Special Projects?&lt;/li&gt;&lt;li&gt;$50,000 - Board Initiatives?&lt;/li&gt;&lt;/ul&gt;</td>
<td>Doug</td>
<td>March</td>
<td>Feb 21</td>
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<tr>
<td>2014.02</td>
<td>Mar 13</td>
<td>Chair CRB</td>
<td>Clarification of REF withdrawal process: What are the parameters for making amendments and/or withdrawing a REF appeal once it’s been made?</td>
<td>Neal</td>
<td>April</td>
<td>Mar 20</td>
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<tr>
<td>2014.03</td>
<td>Apr 10</td>
<td>Chair CRB</td>
<td>Members requested that CRB administration report on the province’s position on Agricultural Land Policy.</td>
<td>Neal</td>
<td>-</td>
<td>May 13</td>
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<tr>
<td>2014.04</td>
<td>June 12</td>
<td>Bruderheim</td>
<td>What is impact of potential CRB REDA on local economic development activities in the region?</td>
<td>Stephanie</td>
<td>August</td>
<td>In process</td>
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<tr>
<td>2014.05</td>
<td>June 12</td>
<td>Chair CRB</td>
<td>How is agricultural land consumption being monitored and/or tracked?</td>
<td>Sharon</td>
<td>August</td>
<td>In process</td>
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<td>2014.06</td>
<td>June 12</td>
<td>Chair CRB</td>
<td>How does CRB interact with Capital Region Waste Minimization Advisory Committee?</td>
<td>Stephanie</td>
<td>August</td>
<td>In process</td>
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Governance, Priorities & Finance Committee

Monday, June 16, 2014
9:00 a.m. - Noon
Edmonton Petroleum Club – Pembina Room
11110 – 108 Street Edmonton, AB

Members:
Camille Berube, Town of Beaumont (Chair)
Phyllis Kobasiuk, Parkland County
Cathy Heron, City of St. Albert
Greg Krischke, City of Leduc
Karen Shaw, Sturgeon County
Wayne Woldanski, Lamont County
Randy Boyd, Town of Bon Accord
Don Iveson, City of Edmonton
Don Faulkner, Town of Calmar
Art Erickson, Village of Wabamun

Guests:
Colton Kirsop, City of Edmonton
Yolande Shaw, Strathcona County
Leslie Chivers, Sturgeon County
Michelle Hay, City of Leduc
Travis Peter, City of St. Albert

Regrets:
CRB Staff & Consultants:
Doug Lagore, CEO
Sharon Shuya, Project Manager
Loreen Lennon, Communications Manager
Neal Sarnecki, Project Manager
Brendan Pinchers, Project Manager

Stephanie Chai, Planning Intern
Charlene Chauvette, Office Manager
Amanda Borman, Executive Assistant
Lisa Saskiw, Administrative Assistant

1. CALL TO ORDER
Chair, Mayor Camille Berube called the meeting to order at 9:03 a.m.

2. Approval of Agenda

Motion: That the agenda of June 16, 2014 be approved, with the addition of item #9, New Business.
Moved by: Mayor Randy Boyd, Town of Bon Accord
Decision: Carried unanimously
3. Approval of Minutes of April 14, 2014

**Motion:** That the minutes of April 14, 2014 be approved.

**Moved by:** Councillor Karen Shaw, *Sturgeon County*

**Decision:** Carried unanimously

4. Performance Monitoring Committee – Change of Name

**Motion:** That the Governance, Priorities & Finance Committee recommend the CRB approve changing the Performance Monitoring Committee name to the Advocacy & Monitoring Committee (AMC) and that the Performance Monitoring Committee Terms of Reference be amended accordingly to reflect the change in committee name.

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

**Decision:** Carried unanimously

5. Appointment of Auditors

**Motion:** That the Capital Region Board approve the re-appointment of Hawkings Epp Dumont to provide audit services to the Board including completion of audited annual financial statements for the years ending December 31, 2014, 2015, 2016 and, unless the year end is changed, unaudited financial statements for the periods April 1 to March 31, 2015, 2016 and 2017.

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

**Decision:** Carried unanimously

6. MGA Review

**Motion:** That the Governance, Priorities & Finance Committee recommend that the CRB send the attached Municipal Government Act Review letter to Alberta Municipal Affairs.

**Moved by:** Mayor Greg Krischke, *City of Leduc*

**Decision:** Defeated

Administration was requested to report back to the Governance, Priorities & Finance Committee at the next meeting regarding a possible presentation for the MGA Review.

7. Policy Amendments

**Motion:** That the Governance, Priorities & Finance Committee recommend that the CRB approve the updated CRB Policies identified in Attachment A, with amendments, as recommended by Administration.

**Moved by:** Councillor Phyllis Kobasiuk, *Parkland County*

**Decision:** Carried unanimously
8. **2014 Amended Budget**

   **Motion:** That the Governance, Priorities & Finance Committee recommend to the Capital Region Board the approval of the 2014 revised budget.

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

9. **New Business**
   a. **Economic Development**

      **It was by unanimous consensus that the Governance, Priorities & Finance Committee received the information regarding an Economic Development Summit as information.**

   b. **Outstanding Motions from Board Meeting**

      **It was by unanimous consensus that the Governance, Priorities & Finance Committee received the outstanding motion from the Board meeting as information.**

   c. **August 18 meeting**

      **Motion:** That the Governance, Priorities & Finance Committee meeting scheduled for August 18, 2014 be postponed to September 22, 2014.
      **Moved by:** Mayor Randy Boyd, *Town of Bon Accord*
      **Decision:** Carried unanimously

10. **ADJOURNMENT**

    **Motion:** That the Governance, Priorities & Finance Committee meeting be adjourned.
    **Moved by:** Councillor Karen Shaw, *Sturgeon County*
    **Decision:** Carried unanimously

    Meeting adjourned at 10:28 a.m.

    ________________________________
    Committee Chair, Camille Berube
Land Use & Planning Committee

Thursday, June 19, 2014
10:00 a.m. – 12:00 p.m.
Edmonton Petroleum Club – Rainbow Room
11110 – 108 Street Edmonton, AB

Members:
Tom Flynn, Sturgeon County (Chair)
Ed Gibbons, City of Edmonton
Gale Katchur, City of Fort Saskatchewan
David MacKenzie, City of Leduc
Clay Stumph, Leduc County
Rod Shaigec, Parkland County
Wayne Olechow, Town of Bruderheim
Doug Horner, Town of Gibbons
Barry Turner, Town of Morinville
Lloyd Jardine, Village of Thorsby

Guests:
Leslie Chivers, Sturgeon County
Paresh Dhariya, Town of Devon
Jordan Evans, Leduc County
Ryan Hall, Strathcona County
Colton Kirsop, City of Edmonton
Elaine Milliken, Town of Bruderheim
Yolande Shaw, Strathcona County
Collin Steffes, Sturgeon County
Ken Woitt, City of Leduc

Regrets:
Dwight Ganske, Town of Stony Plain

CRB Staff & Consultants:
Doug Lagore, CEO
Neal Sarnecki, Project Manager
Loreen Lennon, Communications Manager
Brandt Denham, GIS Coordinator
Stephanie Chai, Planning Intern
Amanda Borman, Executive Assistant
Lisa Saskiw, Administrative Assistant
Hassan Shaheen, ISL Engineering & Land Services

1. Call to Order

   Chair, Mayor Flynn, called the meeting to order at 10:00 a.m.

2. Approval of Agenda

   Motion: That the Land Use & Planning Committee agenda be approved.
   Moved by: Mayor Gale Katchur, City of Fort Saskatchewan
   Decision: Carried unanimously
3. Approval of Minutes of April 17, 2014

**Motion:** That the minutes of April 17, 2014 be approved.

**Moved by:** Councillor Clay Stumph, Leduc County

**Decision:** Carried unanimously

4. Update to REF Procedures

**Motion:** That the Land Use & Planning Committee receive the update on the revised CRB Administrative Procedures for the Regional Evaluation Framework for information.

**Moved by:** Councillor Ed Gibbons, City of Edmonton

**Decision:** Carried unanimously

5. 2014 Work Plan

5.1 Prioritization of Regional Transportation Projects

**Motion:** That the Land Use & Planning Committee recommend approval of the Prioritization of Regional Transportation Projects Report to the Capital Region Board and request that the report be forwarded to the Minister of Transportation as an update of the Region’s transportation priorities, and that the report be reviewed and updated on an annual basis.

**Moved by:** Mayor Gale Katchur, City of Fort Saskatchewan

**Decision:** Carried


6.1 Future Land Use Projects - discussion

7. New Business

7.1 Capital Region Highway Network Discussions with Province

**Motion:** That the Capital Region Board direct the Chair to send a letter to the Minister of Transportation and Minister of Municipal Affairs requesting support for CRB Administration to engage in discussions with the Province on future transportation plans for the Capital Region.

**Moved by:** Councillor Barry Turner, City of Morinville

**Decision:** Carried unanimously
8. Old Business

8.1 Non-Priority Growth Areas Policy Clarification

Motion: That the Land Use & Planning Committee recommend the Capital Region Board approve the Non-Priority Growth Areas Policy Clarification as originally proposed and that no amendments be considered until the Growth Plan Update is completed.

Moved by: Mayor Doug Horner, Town of Gibbons
Decision: Carried unanimously

9. Adjournment

Motion: That the Land Use & Planning Committee meeting be adjourned.

Moved by: Councillor David MacKenzie, City of Leduc
Decision: Carried unanimously

Meeting adjourned at 11:41 a.m.

_____________________
Committee Chair, Tom Flynn
Regional Services Committee

Thursday, June 19, 2014
1:30 p.m. – 3:30 p.m.
Edmonton Petroleum Club – Rainbow Room
11110 – 108 Street Edmonton, AB

Members:
Mel Smith, *Town of Redwater* (Chair)
Ed Gibbons, *City of Edmonton*
Louise Baxter, *City of Spruce Grove*
Wes Brodhead, *City of St. Albert*
Rick Smith, *Leduc County*
Rod Shaigec, *Parkland County*
Dave Anderson, *Strathcona County*
Carol Tremblay, *Town of Legal*
Ralph van Assen, *Village of Warburg*

Guests:
Nolan Crouse, *City of St. Albert*
Matt Carpenter, *Strathcona County*
Colton Kirsop, *City of Edmonton*
Mike Pieters, *City of Leduc*
Yolande Shaw, *Strathcona County*
Michael Walters, *City of Edmonton*

Regrets:
Stephen Lindop, *Town of Devon*
Bill Skinner, *Town of Lamont*

CRB Staff & Consultants:
Doug Lagore, *CEO*
Neal Sarnecki, *Project Manager*
Sharon Shuya, *Project Manager*
Loreen Lennon, *Communications Manager*

1. Call to Order

Chair, Mayor Mel Smith, called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

**Motion:** That the agenda of June 19, 2014 be approved, with the addition of item 4a, Public Transit Policy.

**Moved by:** Councillor Wes Broadhead, *City of St. Albert*

**Decision:** Carried unanimously
3. **Approval of the Minutes, February 20, 2014**

**Motion:** That the minutes of February 20, 2014 be approved.

**Moved by:** Alderman Louise Baxter, *City of Spruce Grove*

**Decision:** Carried unanimously

4. **Status of Transit Task Force**

**Motion:** That the Regional Services Committee recommend to the Board that the Transit Task Force be changed to a Standing Committee of the Board effective immediately, and that the Terms of Reference be amended accordingly.

**Moved by:** Councillor Wes Brodhead, *City of St. Albert*

**Decision:** Carried

a. **Public Transit Policy**

**Motion:** That the Regional Services Committee recommend to the Board that a letter be sent to the Province requesting the establishment of a Public Transit Policy area.

**Moved by:** Councillor Ed Gibbons, *City of Edmonton*

**Decision:** Carried

5. **Update - GIS Policy Development**

**Motion:** That the Regional Services Committee receive the GIS Policy Development Update for information.

**Moved by:** Mayor Rod Shaigec, *Parkland County*

**Decision:** Carried

6. **Update – Housing Task Force**

**Motion:** That the Regional Services Committee receive the Housing Task Force Update for information.

**Moved by:** Alderman Louise Baxter, *City of Spruce Grove*

**Decision:** Carried

7. **Update – Transit Task Force**

**Motion:** That the Regional Services Committee receive the Transit Task Force Update for information.

**Moved by:** Mayor Ralph van Assen, *Village of Warburg*

**Decision:** Carried
8. Future Meeting Dates

   Motion: That the Regional Services Committee accept the future meeting dates as presented.
   Moved by: Alderman Louise Baxter, City of Spruce Grove
   Decision: Carried

9. Adjournment

   Motion: That the Regional Services Committee meeting be adjourned.
   Moved by: Councillor Wes Brodhead, City of St. Albert
   Decision: Carried

Meeting adjourned at 1:57 p.m.

______________________________
Committee Chair, Mel Smith
Energy Corridors Task Force

Monday, June 23, 2014
9:00 a.m. – 11:30 a.m.
CRB Office – Large Boardroom
1100 Bell Tower, 10104-103 Avenue, Edmonton

Members:
Wayne Woldanski, Lamont County (Chair)
Glen Finstad, City of Leduc
Wayne Olechow, Town of Bruderheim

Regrets:

CRB Staff & Consultants:
Neal Sarnecki, Project Manager
Loreen Lennon, Communications Manager
Stephanie Chai, Assistant Project Manager

Guests:
Ron McGaffin, Opus Stewart Weir
Yolande Shaw, Strathcona County
Thom Stubbs, Headwater Group

1. CALL TO ORDER

Chair, Reeve Wayne Woldanski called the meeting to order at 9:00 a.m.

2. Approval of Agenda

Motion: That the Energy Corridors Task Force Committee agenda be approved.
Moved by: Councillor Glen Finstad, City of Leduc
Decision: Carried unanimously

3. Approval of Minutes of February 24, 2014

Motion: That the Energy Corridors Task Force Committee minutes be approved.
Moved by: Councillor Wayne Olechow, Town of Bruderheim
Decision: Carried unanimously
4. **Draft Regional Energy Corridors Policy Framework Report**

   **Motion:** That the Energy Corridors Task Force recommend that the Land Use & Planning Committee recommend approval of the Regional Energy Corridors Policy Framework Report to the Capital Region Board.

   **Moved by:** Councillor Glen Finstad, *City of Leduc*  
   **Decision:** Carried unanimously

5. **Adjournment**

   It was agreed by unanimous consensus that the Energy Corridors Task Force meeting be adjourned.

   Meeting adjourned at 10:05 a.m.

   Task Force Chair, Wayne Woldanski
Growth Plan Update Task Force

Wednesday, June 25, 2014
9:00 a.m. – 12:00 p.m.
Edmonton Petroleum Club, Pembina Room
11110 108 St, Edmonton

Members:
Roxanne Carr, Strathcona County (Chair)
Don Iveson, City of Edmonton
Gale Katchur, City of Fort Saskatchewan
Cathy Heron, City of St. Albert
John Schonewille, Leduc County
Lisa Holmes, Town of Morinville
Ralph van Assen, Village of Warburg

CRB Staff:
Doug Lagore, CEO
Sharon Shuya, Project Manager
Neal Sarnecki, Project Manager
Brendan Pinches, Project Manager
Loreen Lennon, Communications Manager
Stephanie Chai, Planning Intern
Amanda Borman, Executive Assistant

Regional Strategic Advisors:
David Hales, Regional Technical Advisory Committee
David Klippenstein, Regional Technical Advisory Committee
Greg Hofmann, Regional Technical Advisory Committee
Barry Huybens, Regional Technical Advisory Committee

Consultants:
Hassan Shaheen, ISL Engineering & Land Services
Melanie Hare, Urban Strategies

Regrets:
Peter Ohm, Regional Technical Advisory Committee
Clayton Kittlit, Regional Technical Advisory Committee

Guests:
Nolan Crouse, Board Chair
Art Erickson, Village of Wabamun
Bonnie Riddell, Strathcona County
Connie Gourley, ISL Engineering & Land Services
Dana Smith, City of Leduc
Dwight Ganske, Town of Stony Plain
John Dance, Town of Bruderheim
Ken Woitt, City of Leduc
Leslie Chivers, Sturgeon County
Marc Landry, Town of Beaumont
Marissa Warshawski, Western Management Consultants
Mel Smith, Town of Redwater
Michelle Hay, City of Leduc
Patrick Draper, City of St. Albert
Simon Farbrother, City of Edmonton
Troy Fleming, City of Fort Saskatchewan
Yolande Shaw, Strathcona County
1. CALL TO ORDER

Chair, Mayor Roxanne Carr called the meeting to order at 9:00 a.m.

2. Approval of the Agenda

Motion: That the agenda of June 25, 2014 be approved.
Moved by: Councillor John Schonewille, Leduc County
Decision: Carried unanimously

3. Approval of the Minutes, May 5, 2014

Motion: That the minutes of May 5, 2014 be approved.
Moved by: Mayor Gale Katchur, City of Fort Saskatchewan
Decision: Carried unanimously

4. Growth Plan Update – Program Status – Phase 1

a. Project 1a – Plan Review and Policy Evaluation

It was agreed by unanimous consensus that the Growth Plan Update Task Force receive the Project 1a – Plan Review and Policy Evaluation presentation for information.

b. Committee Discussion

5. Meeting Schedule

It was agreed by unanimous consensus that the Growth Plan Update Task Force move forward with the scheduled September 4, 2014 and October 24, 2014 meeting and to ask administration to look into rescheduling the suggested November and December dates.

6. New Business – Discussion

a. Board facilitated Discussion

   • Recommended by Board Chair that Board needs context, deferred until August.

b. Board Education

   • Administration to do further research and bring suggestions back to Task Force.
c. Regional Vision

- Discussion in August. Meeting with Task Force Chair, Board Chair and CEO to take place prior to Task Force meeting.

d. Bringing Final “Project 1A” to the Board

- Discussion in August. Meeting with Task Force Chair, Board Chair and CEO to take place prior to Task Force meeting.

7. ADJOURNMENT

**Motion:** That the Growth Plan Update Task Force adjourn the June 25 meeting.

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

**Decision:** Carried unanimously

Meeting adjourned at 11:40 a.m.
Transit Task Force

Friday, June 20, 2014
9:00 a.m. – 11:30 a.m.
Edmonton Petroleum Club, Rainbow Room
11110 – 108 Street, Edmonton

Members:
Wes Brodhead, City of St. Albert (Chair)
Michael Walters, City of Edmonton
Gale Katchur, City of Fort Saskatchewan
Dana Smith, City of Leduc
Searle Turton, City of Spruce Grove
Dave Anderson, Strathcona County
Susan Evans, Sturgeon County

Guests:
Nolan Crouse, Board Chair
Matt Carpenter, Strathcona County Transit
Terry Cashin, Sturgeon County
Leslie Chivers, Sturgeon County
Art Erickson, Village of Wabamun
Colton Kirsop, City of Edmonton
Corey Levasseur, City of Spruce Grove
Bob McDonald, City of St. Albert
Gilles Prefontaine, City of St. Albert
Bonnie Riddell, Strathcona County
Yolande Shaw, Strathcona County
Glenn Tompolski, City of Leduc
Kevin Wenzel, City of Edmonton

Regrets:

CRB Staff & Consultants:
Doug Lagore, CEO
Sharon Shuya, Project Manager
Loreen Lennon, Communications Manager

Stephanie Chai, Planning Intern
Lisa Saskiw, Administrative Assistant
Bonnie Dobbs, MARD Centre, University of Alberta
Hassan Shaheen, ISL Engineering & Land Services Ltd.

CALL TO ORDER

Chair, Wes Brodhead called the meeting to order at 9:00 a.m.

1. Chair Opening Remarks

2. Approval of Agenda

It was agreed by unanimous consensus that the Transit Task Force agenda be approved.
3. Approval of Minutes, May 22, 2014

**Motion:** That the Transit Task Force minutes be approved.

**Moved by:** Councillor Dana Smith, City of Leduc

**Decision:** Carried unanimously

4. Approval of Meeting Notes, Regional Transit Vision Discussion - June 5, 2014

It was agreed by unanimous consensus that the Transit Task Force receive the Approval of Meeting Notes, Regional Transit Vision Discussion of June 5, 2014 as information.

5. Specialized Transit Presentation – Dr. Bonnie Dobbs

6. Project Updates

   a. Prior agenda items

      I. Intermunicipal Transit Governance Study – Municipal Feedback due June

         It was agreed by unanimous consensus that the Transit Task Force agrees to give an extension on the deadline to July 15, 2014.

      II. Advocacy Strategy – Tabled until after Transit Vision Discussion

      III. Prioritization of Regional Transportation Projects – Tabled until approved by Land Use and Planning Committee

      IV. GreenTRIP (Verbal)

7. New Business

   a. Growth Plan Update – (Verbal)

      It was agreed by unanimous consensus that the Transit Task Force receive the Growth Plan Update as information.

   b. CRB Role - Public Transit – (Verbal)

   c. 4 Year Work Plan

   d. Future Discussion- Barriers to Moving Forward and Guiding Principles for Regional Transit
8. **ADJOURNMENT**

It was agreed by unanimous consensus that the Transit Task Force meeting be adjourned.

Meeting adjourned at 11:26 a.m.

_____________________________
Task Force Chair, Wes Brodhead