# Audit & Finance Committee

April 6, 2018, 2:00 p.m. – 4:00 p.m.

Edmonton Metropolitan Region Board Office
#1100, Bell Tower, 10104 103 Avenue
Capital Region Boardroom

## 1. Opening

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<tbody>
<tr>
<td>1.1 Quorum</td>
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<tr>
<td><em>Action:</em> Confirmation</td>
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<td><em>Lead:</em> Chair Doblanko</td>
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<td>1.2 Call to Order</td>
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<td><em>Action:</em> Declaration</td>
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<td><em>Lead:</em> Chair Doblanko</td>
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<tr>
<td>1.3 Chair’s Opening Remarks</td>
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<tr>
<td><em>Action:</em> Information</td>
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<td><em>Lead:</em> Chair Doblanko</td>
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## 2. Approval of Agenda

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<tr>
<td><em>Action:</em> Approval</td>
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<td><em>Lead:</em> Chair Doblanko</td>
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*Recommended Motion:* That the Audit & Finance Committee approve the March 29, 2018 meeting agenda.

## 3. Approval of Minutes

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<td><em>Action:</em> Approval</td>
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<td><em>Lead:</em> Chair Doblanko</td>
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*Recommended Motion:* That the Audit & Finance Committee approve the March 8, 2018 meeting minutes.

## 4. Finance
4.1 Grants Analysis/Adjusted 2018/19 Budget  
*Action: Endorsement and Recommendation*  
*Lead: Chair Doblanko / CEO Bruce*

**Recommended Motion:** That the Audit & Finance Committee endorse and recommend the Adjusted 2018/19 Budget to Edmonton Metropolitan Region Board for approval.

5. **CEO Update**  
*Action: Information*  
*Lead: CEO Bruce*

6. **Next Meeting**
   - May 10, 2018, 1:00 – 3:00 p.m., EMRB Office

7. **In Camera**  
*Action: Approval*  
*Lead: Chair Doblanko*

8. **Adjournment**  
*Action: Approval*  
*Lead: Chair Doblanko*

**Recommended Motion:** That the Audit & Finance meeting of March 29, 2018 be adjourned.
1. Opening

1.1 Quorum

Quorum achieved; five of five voting members present.

1.2 Call to Order

Chair Doblanko called the meeting to order at 10:30 a.m.

1.3 Chair’s Opening Remarks
2. Approval of Agenda

Motion: That the Audit & Finance Committee approve the March 8, 2018 meeting agenda.
Moved by: Mayor Ray Ralph, Town of Devon
Accepted by: Chair
Decision: Carried unanimously

3. Approval of Minutes

Motion: That the Audit & Finance Committee approve the January 11, 2018 meeting minutes.
Moved by: Councillor Michael Walters, City of Edmonton
Accepted by: Chair
Decision: Carried unanimously

4. Finance

4.1 Grant Analysis

The Audit & Finance Committee agreed to meet before the next Board meeting; tentatively March 29 after the Regional Agriculture Master Plan Task Force meeting.

Motion: That the Audit & Finance Committee defer the Grant Analysis back to Administration for further review and linkage to the Strategic Plan, Funds Available, Organizational Capacity and the Workplan. Additionally, that this item be brought back to the Audit & Finance Committee’s next meeting.
Moved by: Councillor Michael Walters, City of Edmonton
Accepted by: Chair
Decision: Carried unanimously

5. CEO Update

5.1 Hawkings Epp Dumont LLP Name Change

5.2 Business Plan Update

6. Next Meeting

- Tentatively March 29, 2018 in Morinville, details TBC.

7. In Camera

There are no items for In Camera.
8. Adjournment

**Motion:** That the Audit & Finance meeting of March 8, 2018 be adjourned at 11:36 a.m.

**Moved by:** Mayor Ray Ralph, *Town of Devon*

**Accepted by:** Chair

**Decision:** Carried unanimously

Committee Chair, Tanni Doblanko
Grants Analysis/ Adjusted 2018/19 Budget

That the Audit & Finance Committee endorse and recommend the Adjusted 2018/19 budget to Edmonton Metropolitan Region Board for approval.

Background

- EMRB Management engaged Metrix Group LLP (the “Metrix”) formerly known as Hawkings Epp Dumont LLP to perform a grant analysis of grants received and spent, to reconcile and check the allocations of funds to specific projects in order to ensure the accuracy of the grant carry-over amounts and the programs and projects to which EMRB is committed. The purpose of this analysis is to assist EMRB management in developing future financial strategy.

- The findings from the grant analysis have identified the Edmonton Metropolitan Region Board has $2,382,883 in uncommitted deferred revenue.

- EMRB Administration has reviewed the Strategic Direction of the Board from the Strategic Planning Retreat on February 8, 2018 and has identified some options for use of the uncommitted deferred revenue for the Board’s consideration.

Status

- The Audit & Finance Committee met on March 9, 2018 to discuss proposed scenarios for the amended budget and asked for administration to come back with a comprehensive project list including scope, linkage to the Strategic Plan, funds available, and organizational capacity.

- Upon review of the itemized project list, a budget will be compiled for committee approval.

- In addition, Partnerships will continue with post secondary institutions to support projects as opportunities arise.

Rationale

- With extra revenue in 2018/19, the Board could deliver on more of the strategic priority projects, moving the Region forward, and could build organizational capacity and support succession planning.

Attachments

1. Itemized Project Listing
2. Draft Strategic Priorities
3. Organization Chart
## Itemized Project Listing

<table>
<thead>
<tr>
<th>Mandatory A</th>
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<tbody>
<tr>
<td><strong>Metropolitan Region Servicing Plan</strong> (addition of recreation)</td>
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<td><strong>Public Engagement Policy</strong></td>
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<th>Mandatory B</th>
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<td><strong>Growth Plan KPI Development</strong></td>
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<td><strong>Communications</strong></td>
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<td><strong>Transportation Prioritization Review &amp; Update</strong></td>
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<td><strong>IRTMP Update</strong></td>
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<td><strong>Discretionary A</strong></td>
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<tr>
<td><strong>Regional Agriculture Master Plan and Land Evaluation &amp; Site Assessment Tool</strong></td>
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<td><strong>Discretionary B</strong></td>
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<td><strong>Shared Investment for Shared Benefit</strong></td>
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<td><strong>Broadband</strong></td>
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<td><strong>Integrated Transportation Systems Working Group</strong></td>
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<td>Energy Corridors - Phase 2</td>
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<tr>
<td>Regional Symposium</td>
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<tr>
<td>Housing Needs Assessment</td>
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<td>Stabilization Reserve</td>
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<td>Additional Support Costs</td>
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<td>Staffing</td>
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<td>Board and Committee</td>
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<tr>
<td>Collaboration Events</td>
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<tr>
<td>Additional Meeting</td>
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<tr>
<td>Office Furniture/Equipment</td>
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<tr>
<td>Total:</td>
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<tr>
<td>Total new funds:</td>
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DRAFT STRATEGIC PRIORITIES

1.0 Shared Investment for Shared Benefit

Outcome

The shared and equitable contributions, investments, and efforts by the EMRB result in measurable benefits for the Region as a whole.

Shared Investment for Shared Benefit Strategies

Context: Investing in the Edmonton Metropolitan Region is critical to addressing current and future challenges and opportunities in the Region. We will work with Provincial and Federal Governments and stakeholders like Edmonton Global to enhance regional investments and contributions that will result in benefits for the Region and Alberta. These successes may include collaborative processes like the Airport Accord or an integrated transit system.

1A. Develop and implement a benefits realization model that reflects shared regional interests.

1B. Measure the contributions and investments by the member municipalities.

1C. Identify and assess investments by public and private partners for the shared benefit of the Region.

1D. Evaluate the benefits realized by the contributions and other investments in the Region.

1E. Provide reporting on the shared contributions, investments, and benefits to the Region, key stakeholders, and partners.
2.0 Responsible and Sustainable Growth

Outcome

The responsible planning, decisions, and monitoring of growth in accordance with the Edmonton Metropolitan Region Growth Plan, including agriculture and natural living systems. The EMRB develops and implements sustainable growth management plans to enable future generations to meet their needs.

Responsible and Sustainable Growth Strategies

Context: As defined in the EMRGP, responsible growth is development that incorporates land uses and resources to enhance quality of life for current and future generations; and is accountable to the long-term financial implications including the operation, maintenance and capital costs associated with growth; and the management of resources and agricultural land base.

The resiliency of the Edmonton Metropolitan Region will be achieved through responsible growth including the consideration for climate change. Responsible growth will contribute to the sustainability of the Region by ensuring sound economic, social, and environmental decisions. Understanding the value created in the Region by collaborating on societal priorities such as recreation and enhancing communication tools like broadband will contribute to the prosperity and quality of life in the Region.

2A. Develop and implement the Edmonton Metropolitan Region Servicing Plan.

2B. Develop and implement the Regional Agriculture Master Plan.

2C. Establish key performance indicator targets and monitor the implementation of the Edmonton Metropolitan Region Growth Plan.

2D. Provide leadership for a regional symposium for education and stakeholder collaboration.

2E. Develop an energy transition and climate policy, including an energy, climate, and economic opportunity lens on regional initiatives.
3.0 Maintaining Momentum

Outcome

The EMRB successfully completes major activities and projects, and continually improves programs.

3.0 Maintaining Momentum Strategies

Context: Over the past 10 years, the Edmonton Metropolitan Region Board has gained momentum through collaboration, respect, and trust with the development of growth plans, regional projects, and programs. The efforts and contributions toward advocacy and planning have a strong foundation and opportunity. Maintaining this momentum and ensuring sound reporting of results will contribute to improvements in the Region.

3A. Maintain and enhance collaboration amongst Board members to foster healthy relationships.

3B. Maintain and evolve the Regional Evaluation Framework (REF).

3C. Maintain and improve the Edmonton Metropolitan Region GIS (EMRGIS).

3D. Maintain and improve advocacy (e.g., Provincial, Federal, Public Engagement Policies, Indigenous Stakeholders, etc.).

3E. Maintain and enhance innovation to inform decisions.

3F. Complete annual regional transportation priorities to inform Alberta Transportation.

3G. Update the Integrated Regional Transportation Master Plan (IRTMP).

3H. Promote an integrated transit system.

3I. Promote advocacy on regional energy corridors.

3J. Complete the regional housing plan to develop and monitor priorities in regional housing.

3K. Maintain and update the regional and sub-regional housing needs assessments.
**Organization Values**
- Respect
- Integrity
- Accountability
- Innovation

**Edmonton Metropolitan Region Board**

**Board**
- Board Chair
  (Dr. Jodi Abbott)

**Chief Executive Officer**
- Malcolm Bruce

**Executive Assistant**
- Amanda Borman

- Chair/CEO Support
- Board/Committee Support
- Document Management System (DMS)
- Collaborate to Compete (C2C) Support
- Admin Assistant Back Up
- Office Manager Back Up

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**Operations**

**Operations Manager (Leslie Chivers)**

- Day to Day Coordination of Staff outcomes
- Act as Board Leg Office
- Board Support Lead
- Committees Staff Lead
- Policy Lead
- Agenda Planner
- Business Plan/Strategy
- Chief Risk Officer
- Public Engagement Policy
- Regional Symposium

**Communications Manager (Loreen Lennon)**

- Advocacy Lead
- GR Engagement
- Website/Media
- C2C Support
- MacEwan Partnership Lead
- Annual Report Lead

**GIS Coordinator (Brandt Denham)**

- CRGIS
- Growth Plan KPI Lead
- NAIT Partnership Lead
- Support to Project Teams
- IT Lead

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**Projects**

**Team 1**

- Neal Sarnecki (Lead)
- Stephanie Chai | Intern

Team 1 Responsibilities:
- REF
- Land Use & Infrastructure – Transportation Prioritization List
- Energy Corridor Master Plan
- Metropolitan Region Servicing Plan
- Complete Communities and Housing – UofA Partnership Lead
- Transit
- Open Spaces
- RTM
- Integrated Transportation Working Group

**Team 2**

- Sharon Shuya (Lead)
- Project Manager (Vacant)

Team 2 Responsibilities:
- Growth Plan Implementation
- Oversight
- Ag Master Plan
- CAO Standing Committee
- Environment

**Team 3**

- Regional Project Coordinator/ New Position

Region 3 Responsibilities:
- Support and coordinate the three project management teams. Direct report is to Team 2 Lead

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**Administrative**

**Office Manager**
- Charlene Chauvette

- Budget
- Office Operations
- Board Cost Sharing Formula
- Board Insurances
- Human Resources
- Audit & Finance Committee Support
- IT Support

**Administrative Assistant**
- Raquel Chauvette

- Member Support
- Support to Communication Manager
- Executive Assistant Back Up
- DMS Support

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**Regional Project Coordinator/ New Position**

Regional Coordinator Responsibilities:
- Shared Investment for Shared Benefit
- Cost of Growth