



Minutes of a meeting of  
the Capital Region Board  
held at Chateau Louis, Grand Ballroom  
on Thursday, November 8, 2012

**Delegates in Attendance:**

Mayor Nolan Crouse – St. Albert/Chair

Mayor Camille Berube – Beaumont

Mayor Don Rigney - Sturgeon

Mayor Barry Rasch - Thorsby

Mayor Stephen Mandel – Edmonton

Mayor Gale Katchur – Fort Saskatchewan

Mayor William Nimmo - Gibbons

Councillor Dwight Ganske – Stony Plain

Mayor Dawson Kohl - Warburg

Mayor Bill Skinner – Town of Lamont

Councillor Jocelyn MacKay – Leduc County

Deputy Mayor Trina Jones - Legal

Mayor Linda Osinchuk – Strathcona County

Mayor Randy Boyd – Bon Accord

Mayor Greg Krischke – City of Leduc

Councillor Bill Purdy - Wabamun

Mayor Karl Hauch - Bruderheim

Councillor Paul Krauskopf - Morinville

Mayor Anita Fisher - Devon

Mayor Rodney Shaigec - Parkland

Mayor Stuart Houston – Spruce Grove

Mayor Mel Smith - Redwater

Reeve Wayne Woldanski – Lamont County

Ivan Moore – Government of Alberta

**Absent:**

Mayor Don Faulkner - Calmar

**CRB Administration:**

Jim Simpson, Interim Chief Executive Officer

Sharon Shuya, Project Manager

Neal Sarnecki, Project Manager

Kim Wieringa, Project Manager

Brendan Pinches, Associate Project Manager

Stephanie Chai, Regional Planner (Intern)

Charlene Chauvette, Office Manager

Courtney Andrews, Executive Assistant

Allyson Jacques, Administrative Assistant

This meeting was open to the public except for agenda items 15 – 17, which were held in-camera.

## Open to Public

### 1. Call to Order and Chair's opening remarks

Called to order at 9:02 a.m.

The Chair welcomed the Calgary Regional Partnership representatives to the meeting; Mayor Truper McBride, Chair of CRP and Mayor of Cochrane, Colleen Shepherd, Executive Director and Darrell Burgess, Metropolitan Plan Lead.

Two handouts were provided to members: 1) Stats Canada population for the Region. 2) Letter from Minister of Municipal Affairs regarding future CRB funding.

9:04 a.m. Mayor Mandel replaced Councillor Gibbons as City of Edmonton's representative.

### 2. Approval of Agenda

**Motion:** To approve the agenda of November 8, 2012.

**Moved by** Mayor Boyd.

**Motion carried unanimously.**

### 3. Approval of Minutes of October 11, 2012

**Motion:** To accept the minutes of October 11, 2012.

**Moved by** Mayor Berube.

**Motion carried unanimously.**

### 4. Representation from the Public

### 5. REF Applications

### 6. Land Use

#### a. Land Use Plan 5 Year Review Process - *presentation*

Mayor Fisher introduced the item. Shauna Kuiper, Project Manager from ISL gave a presentation providing background information on the need for a review process as outlined in the CRB's Land Use Plan. Ms. Kuiper provided an overview of the phases developed for the review process and the key tasks associated with each phase.

A member suggested that the Review Process focus on two or three tasks projects rather than assigning resources to the multiple tasks projects. Some members raised concern regarding the review of agricultural land as part of the 5 year Review process. A concern regarding funding for the project was also brought forward. The Chair indicated that the CRB may need to consider other separate funding alternatives for the project.

It was suggested that wildlife corridors be considered in the review process in an effort to maintain healthy biodiversity in the Region.



**Motion:** That the Capital Region approve, in principle, the Land Use Plan 5 Year Review Process as recommended by the Land Use Committee.

**Moved by** Mayor Fisher.

20 in favour, 4 opposed. Supported by 17 or more municipalities comprising more than 75 percent of the population. **Motion carried.**

## 7. Housing

Councillor Heron provided an overview of the background information and rationale used in developing the Report. A final copy of the Report was provided to members. Sharon Shuya gave a presentation on the Report developed by the Integrated Land Use and Market Affordable Housing Advisory Committee highlighting ten recommendations that describe a flexible process for creating greater housing choices and range of affordability while encouraging innovative and creative housing solutions that are consistent with the goals of the CRB Growth Plan. It was noted that the Report was developed in compliance with a recommendation included in the CRB's Housing Plan and that the Report is not intended to be a directive for the CRB to take on more work but only to implement as funds and opportunities become available.

- a. **Notice of Motion:** That the Capital Region Board approves the Our Affordable Future Report prepared by the Integrated Land Use and Market Affordable Housing Advisory Committee.

**Provided by Mayor Mel Smith.**

## 8. Governance

- a. 2012 Proposed Budget Changes

Mayor Berube gave an overview of the proposed 2012 Budget amendments as discussed and endorsed by the Governance Committee. He indicated that \$97,220 of unallocated funds was moved into allocated projects; Board project costs \$50,000 to offset the costs associated with the recruitment for the new CEO and Board and Committee expenses \$47,220 to offset costs associated with per diems, Board lunches and the Long-term Funding Strategy workshops.

**Motion:** That the Capital Region Board approves the proposed 2012 budget adjustments as recommended by Governance Committee at its October 22, 2012 meeting.

**Moved by** Mayor Berube.

**Motion carried unanimously.**

- b. CRB Committee Structure and Municipal Membership

Mayor Berube provided an overview of the item indicating that no changes were reported to the Governance Committee other than adding Sturgeon County to the Pipeline Linkages Strategy Committee. The Chair of the Pipeline Linkages Strategy Committee, Mayor Houston, noted that he had asked Parkland County to sit on the Committee to encourage representation of a broader range of municipalities in the Region; Parkland County indicated that they would sit on the Committee upon approval from the Board. Sturgeon County noted that due to the broader scope of the Pipeline's mandate going forward, Committee discussions regarding pipelines in the County should include representation from the County. Some concern was expressed with the size of the Committee and the potential to have over representation from the Alberta Industrial Heartland area.



**Motion:** That the Capital Region Board approve that the CRB Committee Structure and Municipal Membership for 2013 remain the same as in 2012, with the exception to add Sturgeon County to the Municipal Membership of the Pipeline Linkages Strategy Committee, as recommended by the Governance Committee at its Oct. 22, 2012 meeting.

**Moved by** Mayor Berube.

21 in favour, 3 opposed. Supported by 17 or more municipalities, however, not supported by 75 percent of the population. **Motion failed.**

It was agreed that the Governance Committee will review the CRB's Committee Structure and Municipal Membership and bring forward another recommendation to the Board.

c. Selection of Capital Region Board Chair after Municipal General Election

Mayor Berube provided an overview of the recommendation indicating that the process for the selection of the Chair/Interim Chair & Vice Chair/Vice Interim Chair as outlined in Policy G010 does not take into account who will be the Board Chair after the Municipal General Election and before the next Chair is elected. Therefore, this would leave the Board at least one meeting without an elected or appointed Chair. The recommendation to host the November 2013 Governance Committee meeting before the November 2013 Board meeting would rectify the situation so that the Chair of Governance, acting as Vice Chair of the Board, would step into the role of Chair of the Board until the Board elects a Chair.

**Motion:** That the Capital Region Board approve that the November 2013 Governance Committee meeting be held before the November 2013 Board meeting so that the Chair of Governance (as CRB Vice Chair) would then perform the roles and responsibilities of CRB Chair until a Chair is elected by the Board.

**Moved by** Mayor Berube.

**Motion carried unanimously.**

d. Policy H001 – Employee Performance Planning and Appraisal

Mayor Berube provided an overview of the Policy amendments. Councillor MacKay requested a friendly amendment to #7 of the Policy to add the wording “through solicitation of the Board”.

**Motion:** That the Capital Region Board approve the amendments to Policy H001 – Employee Performance Planning and Appraisal – Board and Committee Members as recommended by Governance Committee at its October 22, 2012 meeting.

**Moved by** Mayor Berube.

**Motion carried unanimously.**

e. Policy H008 – Employee Business Expenses

Mayor Berube provided an overview of the amendments to Policy H008. A concern was raised with respect to the absence of constraint for meal expenses claimed.



**Motion:** That the Capital Region Board approve the amendments to Policy H008 – Employee Business Expenses – Board and Committee Members as recommended by Governance Committee at its October 22, 2012 meeting.

**Moved by** Mayor Berube.

Mayor Shaigec put forward a motion regarding further review of Policy H008.

**Motion:** That the Capital Region Board approve that Policy H008 be referred back to the Governance Committee for further review regarding business expenses for meals.

**Moved by** Mayor Shaigec.

21 in favour, 3 opposed. **Motion carried.**

f. Policy F004 – Signing Authorities

Mayor Berube provided an overview of the amendments to Policy F004.

**Motion:** That the Capital Region Board approve the amendments to Policy F004– Signing Authorities – Board and Committee Members as recommended by Governance Committee at its October 22, 2012 meeting.

**Moved by** Mayor Berube.

**Motion carried unanimously.**

g. Interim 2013 Budget and Business Plan

Mayor Berube provided an overview of the Notice of Motion regarding an Interim 2013 Budget and Business plan. He indicated that the Interim Budget was prepared based on the current funding commitment from the Province. If the Province does not commit any additional long term funding before January 1, 2013, the CRB will require an interim budget to operate and allow administration to carry out the various projects outlined in the Business Plan. It was noted that details for the Budget and Business Plan will be circulated to the Board prior to the next meeting after further review by the Committee.

**Notice of Motion:** That the Capital Region Board approves the Interim 2013 Budget based upon the current funding commitment from the Government of Alberta as recommended by the Governance Committee.

**Provided by** Mayor Berube.

h. CRB Committee's Terms of Reference

Mayor Berube provided an overview of the Notice of Motion from the Governance Committee. All Committee's Terms of Reference will go forward to the Committee for review and will then come forward in a package to the Board for approval at the next meeting.

**Notice of Motion:** That the Capital Region Board approves the changes to the Committee's Terms of References as recommended by the Governance Committee

**Provided by** Mayor Berube.

i. CRB Website – *presentation*

Sharon Shuya provided a brief demonstration on the newly re-designed CRB website. The new site will be launched within a week following the Board meeting.



## 9. Transit

### a. Intermunicipal Transit Governance Study & Implementation Plan

Councillor Iveson provided an overview of the Notice of Motion regarding the interim report and recommendations for the Intermunicipal Transit Governance Study and Implementation Plan. The report will be provided prior to the next Board meeting.

**Notice of Motion:** That the Capital Region Board approves the Intermunicipal Transit Governance Study and Implementation Plan – interim report and recommendations.

**Provided by** Mayor Katchur.

## 10. Pipeline Linkages Strategy Committee – *Committee Report & Presentation*

Committee Chair, Mayor Houston, gave a presentation providing an overview of the strategies and initiatives taken on by the Committee since December 2011. He highlighted the potential future energy needs in Alberta and the importance for the Board to raise awareness and advocate for future energy development in the Capital Region. CRB Administration will circulate a copy of the presentation to members.

## 11. Committee Reports

### a. Land Use Committee

Mayor Fisher provided an overview of the recent work and future initiatives of the Land Use Committee.

### b. Transit Committee

### c. Governance Committee

Mayor Berube provided an overview of the recent work and future work plans for the Governance Committee.

11:14 a.m. - Councillor Gibbons replaced Mayor Mandel as City of Edmonton's representative.

## 12. Administrative Issues

### a. Monthly Financial Report: October 2012

Jim Simpson provided an overview of the Report. The Chair asked members to send in any unclaimed expense forms in preparation for year end.

## 13. Calgary Regional Partnership – *Chair, Truper McBride*

Chair, Mayor McBride and Executive Director, Colleen Shepherd provided brief remarks regarding the CRP.

## 14. Motion: That the CRB move to **in camera** session.

**Moved by** Mayor Nimmo.

**Motion carried unanimously.**

## In Camera

## 15. Selection of CEO Update (*elected officials only*)



**16. Advocacy & Communications Report**

**17. Motion:** That the CRB revert to public.

**Moved by Mayor Nimmo.**

**Motion carried unanimously.**

**Open to the Public**

**18. Appointment of CEO**

A handout of the motion was provided to members.

**Motion:** That the Capital Region Board appoints Mr. Doug Lagore to the position of Chief Executive Officer effective February 4, 2013.

**Motion moved by Mayor Berube.**

**Motion carried unanimously.**

**19. Adjournment**

**Meeting adjourned at 11:53 a.m.**