



Minutes of the meeting of
the Capital Region Board
held at Grand Ballroom, Chateau Louis Conference Centre
on Thursday, February 13, 2014

Delegates in Attendance:

Mayor Nolan Crouse – St. Albert/Chair
Mayor Camille Berube – Beaumont
Councillor Steven Sharun – Town of Lamont
Mayor Roxanne Carr – Strathcona County
Mayor Don Iveson – Edmonton
Mayor Gale Katchur – Fort Saskatchewan
Mayor Lisa Holmes – Morinville
Councillor Art Erickson – Wabamun
Mayor John Whaley – Leduc County
Mayor Mel Smith – Redwater
Mayor William Choy – Stony Plain
Mayor Ralph van Assen – Warburg
Mayor Randy Boyd – Bon Accord

Mayor Stephen Lindop – Devon
Mayor Stuart Houston – Spruce Grove
Mayor Doug Horner – Gibbons
Mayor Barry Rasch – Thorsby
Mayor Karl Hauch – Bruderheim
Mayor Rodney Shaigec – Parkland County
Mayor Ken Baril – Legal
Mayor Tom Flynn – Sturgeon County
Councillor Dana Smith – City of Leduc
Mayor Don Faulkner - Calmar
Reeve Wayne Woldanski – Lamont County
Ivan Moore – Government of Alberta

Absent:

None.

CRB Administration:

Doug Lagore, Chief Executive Officer
Brendan Pinches, Project Manager
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Loreen Lennon, Communications Manager

Charlene Chauvette, Office Manager
Stephanie Chai, Planning Intern
Courtney Andrews, Executive Assistant
Allyson Jacques, Administrative Assistant
Amanda Borman, Administrative Assistant



1. Call to Order

Called to order 9:00 a.m.

2. Chair's Opening Remarks

Chair Crouse advised members that at the Governance, Priorities and Finance Committee meeting on February 10, 2014, Mayor Berube was voted Chair of the Committee and Councillor Kobasiuk as Vice Chair of the Committee. Chair Crouse advised that in a case where he or Mayor Berube, Vice Chair of Board, were unavailable to Chair a Board meeting, the Board would need to have a Board member chair the meeting. Members were asked if there was any opposition to the Mayor from Parkland County chairing the meeting if neither Mayor Crouse or Mayor Berube were able, as Councillor Kobasiuk in the Chair would provide Parkland County with two votes. No opposition was noted.

3. Approval of Agenda

Moved by Mayor Boyd.

B2014-1

Motion: To approve the agenda of February 13, 2014.

Motion carried unanimously.

4. Approval of Minutes of November 14, 2013

Moved by Mayor Katchur.

B2014-2

Motion: To approve the minutes of November 14, 2013.

Motion carried unanimously.

9:07 a.m. Councillor Dana Smith arrived as the representative for the City of Leduc.

5. Governance, Priorities & Finance

a. 2013 Annual Report

Mayor Berube introduced the item. Mr. Doug Lagore noted that following the Governance, Priorities and Finance Committee meeting a few minor changes were made to the Annual Report before redistributing to the members. It was requested that the CRB organizational chart be amended to include CRB municipalities under Municipal Affairs. It was also noted that CRB Administration are in the process of attempting to book a meeting with the Edmonton Caucus to present the 2013 Annual Report.

Moved by Mayor Berube.

B2014-3

Motion: That the Capital Region Board approve the 2013 Annual Report as approved by the Governance, Priorities and Finance Committee.

Motion carried unanimously.



b. CRB 2014 Revised Budget

Mayor Berube introduced the item. Members discussed the budget as presented. It was requested that the amounts allocated to Board initiatives (\$50,000) and Special Projects (\$250,000) come back to the Board for review and approval.

Moved by Mayor Berube.

Motion: That the Capital Region Board approve the 2014 revised budget as recommended by the Governance, Priorities & Finance Committee.

Mayor Holmes put forward a motion.

B2014-4

Moved by Mayor Holmes.

Motion: To postpone the 2014 revised budget until May 2014.

Mayor Holmes requested to withdraw the motion. 1 opposition was noted; members voted on the postponement.

2 in favour, 22 opposed. Not supported by 17 or more municipalities comprising more than 75 percent of the population. **Motion failed.**

Mayor Crouse put forward a friendly amendment to add the word “preliminary” to the motion with reference to the budget; 1 opposition to the friendly amendment was noted. Members voted on the original motion.

Moved by Mayor Berube.

B2014-5

Motion: That the Capital Region Board approve the 2014 revised budget as recommended by the Governance, Priorities & Finance Committee.

22 in favour, 2 opposed. Supported by 17 or more municipalities comprising more than 75 percent of the population. **Motion carried.**

6. Other Business

a. St. Albert Motion – Revise CRB Administrative Procedures for the Regional Evaluation Framework

Chair Crouse advised that the motion will be brought back to the March 2014 meeting.

Motion not moved.

Motion: That the CRB CEO revise the May 9, 2013 “CRB Administrative Procedure for the Regional Evaluation Framework”, by including clarification in the following 4 areas:

1. Prior to the Step # 1 of “Receipt of Application by CRB”, the CRB staff may be consulted by an Applicant for advice relative to submission of a REF application.



2. The best professional advice shall be provided to the Applicant by staff in writing. At this stage there shall be no consultant yet engaged by the CRB.
3. Once the Step # 3 is achieved titled “Application Deemed Complete”, there shall be no further advice given by CRB staff, CRB consultants and no changes made to the application whatsoever.
4. By sending the “Deemed Complete” email that action clarifies what the final document is that is to be evaluated. Clarification may be sought but no changes are allowed whatsoever to the documents from this point forward until a decision is made by the CRB.

b. Regional Evaluation Framework (Ministerial Order L:270/10) Amendment

Chair Crouse advised that the motion will be brought back after the CRB Strategic Plan is completed.

Motion not moved.

Motion: That the Capital Region Board direct the Board Chair to send a letter to the Minister of Alberta Municipal Affairs requesting that the Regional Evaluation Framework (Ministerial Order L:270/10) be amended by deleting Section 5.4 b) (ii) relating to the consistency of Statutory Plans and Statutory Plan Amendments with the regional population and employment forecasts in the Capital Region Growth Plan as recommended by the Land Use Committee.

c. Selection of Member at Large for Performance Monitoring Committee (*nominations will be accepted up to and including February 28, 2014*)

Mr. Doug Lagore spoke to the item noting that the Performance Monitoring Committee consists of the Chairs of the standing CRB Committees plus one member at large. Nominations for the member at large will be open until February 28, 2014 and will be voted on at the March Board meeting.

d. CRB Policy A001 – Email Distribution Lists

Mr. Doug Lagore noted that following the request of some member municipalities, it is being proposed that Policy A001 be amended to accommodate this request.

Moved by Councillor Erickson.

B2014-6

Motion: That Policy A001 be amended by adding the following as #6 under guidelines: “All correspondence, including the board, committees and task force agenda packages, will be distributed to all elected officials unless otherwise directed by the municipality mayor or reeve in writing.”

Mayor Choy put forward a friendly amendment to remove the words “unless otherwise directed by the municipality mayor or reeve in writing” to be replaced by “otherwise unsubscribed”. The friendly amendment was not accepted by members.

Mayor Iveson put forward a motion.

Moved by Mayor Iveson.

Motion: That Policy A001 be referred to the Governance, Priorities & Finance Committee for further review.

21 in favour, 3 opposed. Supported by 17 or more municipalities comprising more than 75 percent of the population. **Motion carried.**

e. Spruce Grove – Economic Development Committee

Mayor Houston provided an overview of the notice put forward by the City of Spruce Grove.

Provided by Mayor Houston.

Notice of Motion: That the Board direct the CEO to prepare a Terms of Reference, complete with a budget for the establishment of an Economic Development Committee taking into consideration the “Capitalize – The Economic Roadmap for Alberta’s Capital Region” report and report back to the Board within 90 days.

7. Administrative Items

a. CEO’s update

i. Committee Structure update

Mr. Doug Lagore noted that the information pertaining to the new CRB Committee Structure as been provided for information. He also introduced the CRB’s Communications Manager, Loreen Lennon and Administrative Assistant, Amanda Borman.

ii. Status of Growth Plan update

Ms. Sharon Shuya provided a status update on the Growth Plan update project with reference to the program overview as contained within the Board package.

iii. Strategic Planning – next steps

Mr. Doug Lagore provided information regarding the next steps for the Plan; highlighting the timeline for the planning process. It was noted that the third workshop in the planning process will be rescheduled to June 6th instead of June 13th to accommodate the Alberta Industrial Heartland Association orientation session.

iv. Update on Population and Employment

Mr. Doug Lagore provided a verbal update on the project. He noted that the projections will be updated to reflect the new statistics received from Stats Canada and distributed to the member municipalities.

b. December Quarterly Financial Statement

8. Committee Minutes

a. 2013 Committee Minutes

Chair Crouse introduced the item.



Moved by Mayor Berube.

B2014-7

Motion: That the Capital Region Board approve the 2013 Committees' Minutes.

Motion carried unanimously.

b. Governance, Priorities & Finance Committee (*Draft Minutes*)

The draft Committee minutes were distributed to members for their information.

Mr. Doug Lagore advised members that more copies of the CRB 101 brochure will be available and that if any municipality would like more copies, they can send a request to the CRB staff.

It was also noted that the CRB's Communication Manager will be contacting each municipality to inquire about the CRB Chair attending and presenting to their municipality in the near future.

9. Adjournment

Moved by Mayor Faulkner.

B2014-8

Motion: To adjourn the meeting.

Motion carried unanimously.

The meeting was adjourned at 10:44 a.m.

CRB Chair, Nolan Crouse

CRB CEO, Doug Lagore