Meeting Agenda  
December 11, 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 November 13, 2014

5. Governance, Priorities & Finance Committee  
   a. 2015 / 2016 Proposed Budget  
      
      **Recommended Motion:** That the Capital Region Board approve the 2015 – 2016 proposed budget at the $600,000 membership support level, as recommended by the Governance, Priorities & Finance Committee.

6. Regional Services Committee  
   a. GIS Policy  
      
      **Recommended Motion:** That the Capital Region Board approve the GIS Policy (G018), as recommended by the Regional Services Committee.

7. Postponed Motion  
   a. Planning Session to review CRB Voting Structure  
      
      **Original Motion:** That the Capital Region Board hold a planning session of all Board members to review the current Voting Structure (Section 5 subsections (2) and (3)), of the Capital Region Regulations and bring back recommendations to the Capital Region Board, regarding the Regulation’s functionality.

   b. Letter to Municipal Affairs re REF Amendment by deleting Section 5.4 b)(ii)  
      
      **Recommendation:** That the Capital Region Board approve the administrative recommendation motion.

      **Original 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.

      **Administrative Recommended Motion:** That the Capital Region Board refer this matter to the Land Use & Planning Committee for further review and consideration.
8. Administrative Items

a. CEO’s Update
b. Change in Fiscal Year End

**Recommended Motion:** WHEREAS the Province will likely be changing the year end for the Capital Region Board to March 31.

AND WHEREAS the Province will require that the CRB approve a budget for the period January 1, 2015 to March 31, 2015.

NOW THEREFORE BE IT RESOLVED that the CEO be delegated the authority to prorate the approved 2014/2015 Budget to cover the period January 1, 2015 to March 31, 2015 and submit it to the Province accordingly.

9. Board Information Requests Update

10. Committee/Task Force Minutes

a. Governance, Priorities & Finance Committee – *Draft Minutes, Chair Update*

b. Growth Plan Update Task Force – *Draft Minutes, Chair Update*

11. Other Business – In-Camera

a. CEO Candidate

**Recommended Motions:**

1. That the Capital Region Board move In-Camera, pursuant to section 25 of FOIP to discuss the selection of the new Chief Executive Officer.

2. That the Capital Region Board move out of In-Camera.

12. Adjournment
Minutes of the meeting of the Capital Region Board held at St. Michael Room, Chateau Louis Conference Centre on Thursday, November 13, 2014

Delegates in Attendance:

Mayor Nolan Crouse – St. Albert/Chair
Mayor Camille Berube – Beaumont
Mayor Randy Boyd – Bon Accord
Mayor Karl Hauch – Bruderheim
Councillor Wally Yachmetz – Calmar (alternate)
Mayor Stephen Lindop – Devon
Mayor Don Iveson – Edmonton
Mayor Gale Katchur – Fort Saskatchewan
Councillor Amber Harris – Gibbons
Mayor Bill Skinner – Lamont
Councillor Daniel Warawa – Lamont County (alternate)
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 Roxanne Carr – Strathcona County
Mayor Tom Flynn – Sturgeon County
Mayor Fred Lindsay – Wabamun
Mayor Ralph van Assen – Warburg

Absent:
Mayor Barry Rasch – Thorsby
Mayor Greg Krischke – Leduc
Gary Sandberg – Government of Alberta

CRB Administration:

Doug Lagore, CEO
Sharon Shuya, Project Manager
Neal Sarnecki, Project Manager
Brendan Pinches, Project Manager
Loreen Lennon, Communications Manager

Stephanie Chai, Director of Special Projects
Charlene Chauvettte, Office Manager
Brandt Denham, GIS Coordinator
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 advised members that unless there is a REF for the January meeting we will be attempting to cancel that date. Chair Crouse reminded members that Towns and Villages are able to submit their votes by any method they wish; he continued by stating that any member municipality not present during a vote is recorded in the affirmative. Chair Crouse identified two handouts to members, the current Growth Plan Schedule and the Land Use & Planning Minutes.

3. **Approval of Agenda**
   
   **Moved by** Mayor Skinner. **Accepted by** Chair.
   
   **Motion:** To approve the Agenda of November 13, 2014.
   
   **Motion carried unanimously.**

4. **Approval of Minutes**
   
   **Moved by** Mayor Boyd. **Accepted by** Chair.
   
   **Motion:** To approve the Minutes of October 9, 2014.
   
   **Motion carried unanimously.**

5. **Specialized Transit – Dr. Bonnie Dobbs Presentation**
   
   **Moved by** Mayor Carr. **Accepted by** Chair.
   
   **Motion:** That the Capital Region Board receive the Specialized Transit Presentation for information.
   
   **Motion carried unanimously.**

6. **Regional Jurisdictional Advantage Assessment – Jeremy Heigh Presentation**
   
   **Moved by** Mayor Whaley. **Accepted by** Chair.
   
   **Motion:** That the Capital Region Board receive the Regional Competitive Advantage Assessment - Final Report, Choose to Lead: Building on the Competitive Advantages of the Capital Region for information.
   
   **Motion carried unanimously.**
Information Request: How do/should we forward information in the Sift Every Thing Report regarding Infrastructure to the Province? This request was redirected by the Board Chair to the Advocacy & Monitoring Committee for discussion.

7. Transit Committee


Moved by Mayor Houston. Accepted by Chair.

Motion: That the Capital Region Board direct CRB administration to implement Option 3 to facilitate collaboration in moving the regional economic development initiative forward.

Motion carried unanimously.

Mayor Boyd, Bon Accord, inquired about the status of an Economic Development Committee now that the Board has chosen to proceed with Option 3. Chair Crouse advised members that with the Board approval of Option 3 there will not be an Economic Development Committee and that the Terms of Reference for the Economic Development Committee are now redundant.

8. Advocacy & Monitoring Committee

a. Terms of Reference

Moved by Mayor Boyd. Accepted by Chair.

Motion: That the Capital Region Board approve the updated Terms of Reference, as recommended by the Advocacy & Monitoring Committee.

Motion carried unanimously.

9. Land Use & Planning Committee

a. Letter to Municipal Affairs re REF Amendment by deleting Section 5.4 b)(ii)

Information Request: Chair Crouse requested that CRB Administration to seek clarification from the archived recordings to determine if this matter was formally accepted for debate previously.

10. Regional Services Committee


Presentation made by Thom Stubbs of Headwater Group.

Moved by Mayor Smith. Accepted by Chair.
Motion: That the Capital Region Board receive the Sub-regional Needs Assessment Framework and Pilot Reports for information.

Motion carried unanimously.

11. Administrative Items

a. CEO’s Update

Mr. Lagore reminded members to submit all CRB claim forms to administration.


Moved by Mayor Krischke. Accepted by Chair.

Motion: That the Capital Region Board receive the Interim Activity Report (April 2014-September 2014) for information.

Motion carried unanimously.

12. Board Information Requests Update

13. Committee/Task Force Minutes

a. Advocacy & Monitoring Committee – draft minutes provided
b. Regional Services Committee – draft minutes provided
c. Transit Committee – draft minutes and Chair update provided
d. Housing Task Force – draft minutes provided

14. Other Business (*Time Permitting*)

a. Warburg Motion – Planning Session to review CRB Voting Structure

Information Request: Chair Crouse requested that CRB Administration to seek clarification from the archived recordings to determine if this matter was formally accepted for debate previously.

15. Adjournment

The Chair declared the meeting adjourned at 11:38 a.m.
2015 – 2016 Proposed Budget

Recommended Motion

*That the Capital Region Board approve the 2015 – 2016 proposed budget at the $600,000 membership support level, as recommended by the Governance, Priorities & Finance Committee.*

The proposed 2015 – 2016 budget was included in the October 9, 2014 Board package as a notice of motion.

The Government of Alberta has provided $3 million to the Capital Region Board as an annual operating budget since inception to undertake the critical work within the region. As the Board evolves, funding from Board members, according to the contribution formula, will be matched by the province to further demonstrate the support for, and importance of, regional collaboration.

The Governance, Priorities & Finance Committee recommends the following budgets and Work Plan with a $600,000 membership contribution. Full membership contribution will be matched by the Province.
2015 - 2016 DRAFT BUDGET

April 1st – March 31st

MEMBERSHIP CONTRIBUTION- $600,000

September 10, 2014
## 2015 - 2016 Proposed Budget

<table>
<thead>
<tr>
<th></th>
<th>2015 Proposed Budget</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apr 1, 2015-March 31, 2016</td>
<td>Apr 1, 2016-March 31, 2017</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
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<tr>
<td>GOA Operating Grant  *</td>
<td>$3,600,000</td>
<td>* $3,600,000</td>
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<td>Membership Contributions</td>
<td>$600,000</td>
<td>$600,000</td>
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<tr>
<td>GOA Planning Intern Grant *</td>
<td>$19,000</td>
<td>* $11,000</td>
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<tr>
<td>Revenue Carryover from prior years</td>
<td>$725,968</td>
<td></td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$4,944,968</strong></td>
<td><strong>$4,211,000</strong></td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
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<tr>
<td>Board and Committees  **</td>
<td><strong>$320,000</strong></td>
<td><strong>$320,000</strong></td>
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<tr>
<td>Administration  ***</td>
<td><strong>$2,201,078</strong></td>
<td>*** $2,257,540</td>
</tr>
<tr>
<td>REF</td>
<td>$120,000</td>
<td>$120,000</td>
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<tr>
<td>Carry over projects</td>
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<tr>
<td>Regional Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Intern  *</td>
<td>$19,000</td>
<td>* $11,000</td>
</tr>
<tr>
<td>Project Costs</td>
<td>$2,032,500</td>
<td>$1,604,500</td>
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<tr>
<td>Capital</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Office Furniture/Equipment</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$4,692,578</strong></td>
<td><strong>$4,313,040</strong></td>
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<tr>
<td>Unallocated Funds</td>
<td></td>
<td></td>
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<tr>
<td>Surplus (Deficit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulate surplus beginning of year</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Accumulate surplus end of year</td>
<td>$252,390</td>
<td>($102,040)</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 September 12, 2014
### GENERAL Cost Sharing Formula

#### Source Data for year 2013:
- Municipal Affairs
- Population
- Equalized Assessment

#### Instructions:
Insert the project amount in to cell A.

#### Core Fee Calculation

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Core Fee ($)</th>
<th>Population</th>
<th>Cost Allocation by Population (%)</th>
<th>Cost Allocation by Population ($)</th>
<th>Total Equalized Assessment ($)</th>
<th>Cost Allocation by Total Equalized Assessment (%)</th>
<th>Cost Allocation by Total Equalized Assessment ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Edmonton</td>
<td>$430</td>
<td>817498</td>
<td>69.50%</td>
<td>$204,919</td>
<td>$144,126,383,870.0</td>
<td>61.72%</td>
<td>$187,860</td>
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<tr>
<td>City of Fort Saskatchewan</td>
<td>$430</td>
<td>21795</td>
<td>1.85%</td>
<td>$5,463</td>
<td>$4,974,941,069.0</td>
<td>2.02%</td>
<td>$6,488</td>
</tr>
<tr>
<td>City of Leduc</td>
<td>$430</td>
<td>27241</td>
<td>2.32%</td>
<td>$6,828</td>
<td>$4,463,073,744.0</td>
<td>1.97%</td>
<td>$5,817</td>
</tr>
<tr>
<td>City of Spruce Grove</td>
<td>$430</td>
<td>27875</td>
<td>2.37%</td>
<td>$6,987</td>
<td>$4,240,634,704.0</td>
<td>1.87%</td>
<td>$5,527</td>
</tr>
<tr>
<td>City of St. Albert</td>
<td>$430</td>
<td>61546</td>
<td>5.23%</td>
<td>$15,407</td>
<td>$10,279,575,862.0</td>
<td>4.54%</td>
<td>$13,399</td>
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<tr>
<td>Lamont County</td>
<td>$430</td>
<td>3872</td>
<td>0.33%</td>
<td>$971</td>
<td>$947,340,860.0</td>
<td>0.42%</td>
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<td>Leduc County</td>
<td>$430</td>
<td>13524</td>
<td>1.15%</td>
<td>$3,390</td>
<td>$6,685,759,816.0</td>
<td>2.96%</td>
<td>$8,714</td>
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<tr>
<td>Parkland County</td>
<td>$430</td>
<td>30568</td>
<td>2.60%</td>
<td>$7,662</td>
<td>$8,517,816,913.0</td>
<td>3.77%</td>
<td>$11,102</td>
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<tr>
<td>Strathcona County</td>
<td>$430</td>
<td>92490</td>
<td>7.86%</td>
<td>$23,184</td>
<td>$28,760,464,369.0</td>
<td>12.71%</td>
<td>$37,488</td>
</tr>
<tr>
<td>Sturgeon County</td>
<td>$430</td>
<td>19578</td>
<td>1.66%</td>
<td>$4,908</td>
<td>$5,236,336,962.0</td>
<td>2.31%</td>
<td>$6,829</td>
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<tr>
<td>Town of Beaumont</td>
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<td>14916</td>
<td>1.27%</td>
<td>$3,739</td>
<td>$2,144,638,877.0</td>
<td>0.95%</td>
<td>$2,795</td>
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<tr>
<td>Town of Bon Accord</td>
<td>$430</td>
<td>1488</td>
<td>0.13%</td>
<td>$373</td>
<td>$141,502,473.0</td>
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<td>$184</td>
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<tr>
<td>Town of Bruderheim</td>
<td>$430</td>
<td>1298</td>
<td>0.11%</td>
<td>$325</td>
<td>$128,993,030.0</td>
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<td>Town of Calmar</td>
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<td>1970</td>
<td>0.17%</td>
<td>$494</td>
<td>$239,688,801.0</td>
<td>0.11%</td>
<td>$312</td>
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<tr>
<td>Town of Devon</td>
<td>$430</td>
<td>6510</td>
<td>0.55%</td>
<td>$1,632</td>
<td>$788,252,666.0</td>
<td>0.35%</td>
<td>$1,040</td>
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<tr>
<td>Town Of Gibbons</td>
<td>$430</td>
<td>3030</td>
<td>0.26%</td>
<td>$760</td>
<td>$342,711,555.0</td>
<td>0.15%</td>
<td>$447</td>
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<tr>
<td>Town of Lamont</td>
<td>$430</td>
<td>1753</td>
<td>0.15%</td>
<td>$439</td>
<td>$169,299,754.0</td>
<td>0.07%</td>
<td>$221</td>
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<td>Town of Legal</td>
<td>$430</td>
<td>1225</td>
<td>0.10%</td>
<td>$307</td>
<td>$119,960,680.0</td>
<td>0.05%</td>
<td>$156</td>
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<tr>
<td>Town of Morinville</td>
<td>$430</td>
<td>8569</td>
<td>0.72%</td>
<td>$2,148</td>
<td>$1,105,294,389.0</td>
<td>0.49%</td>
<td>$1,441</td>
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<tr>
<td>Town of Redwater</td>
<td>$430</td>
<td>2116</td>
<td>0.18%</td>
<td>$530</td>
<td>$309,855,706.0</td>
<td>0.14%</td>
<td>$404</td>
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<tr>
<td>Town of Stony Plain</td>
<td>$430</td>
<td>15051</td>
<td>1.28%</td>
<td>$3,773</td>
<td>$2,249,871,831.0</td>
<td>0.99%</td>
<td>$2,938</td>
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<tr>
<td>Village of Thorsby</td>
<td>$430</td>
<td>947</td>
<td>0.08%</td>
<td>$237</td>
<td>$87,879,886.0</td>
<td>0.04%</td>
<td>$115</td>
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<tr>
<td>Village of Wabamun</td>
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<td>661</td>
<td>0.06%</td>
<td>$166</td>
<td>$80,892,856.0</td>
<td>0.04%</td>
<td>$105</td>
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<td>Village of Warburg</td>
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<td>789</td>
<td>0.07%</td>
<td>$198</td>
<td>$50,510,563.0</td>
<td>0.02%</td>
<td>$66</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,319</strong></td>
<td><strong>$1,176,230</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$294,840</strong></td>
<td><strong>$226,201,572,235.0</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$294,840</strong></td>
</tr>
</tbody>
</table>

**Total** $600,000.00
## 2015 Project Budget Summary

<table>
<thead>
<tr>
<th>Regional Projects</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Household Travel Survey</td>
<td>T1 $ 500,000</td>
</tr>
<tr>
<td>Specialized Transit-Regional Needs Assessment</td>
<td>T2 $ 125,000</td>
</tr>
<tr>
<td>Public Transit Advocacy Strategy</td>
<td>T3 $ 25,000</td>
</tr>
<tr>
<td>Regional HOV Study</td>
<td>T4 $ 150,000</td>
</tr>
<tr>
<td>Regional Housing Plan</td>
<td>H1 $ 30,000</td>
</tr>
<tr>
<td>Housing Symposium</td>
<td>H2 $ 85,000</td>
</tr>
<tr>
<td>Our Affordable Future : Implementation</td>
<td>H3 $ 35,000</td>
</tr>
<tr>
<td>Marketing and Awareness Strategy</td>
<td>H4 $ 90,000</td>
</tr>
<tr>
<td>Sub- Regional Housing Needs Assessment</td>
<td>H5 $ 50,000</td>
</tr>
<tr>
<td>Sub- Regional Housing Plan Model</td>
<td>H6 $ 50,000</td>
</tr>
<tr>
<td>Sustainable Development Index-Target</td>
<td>L1 $ 50,000</td>
</tr>
<tr>
<td>Transportation Prioritization Report (annual)</td>
<td>L3 $ 50,000</td>
</tr>
<tr>
<td>Integrated Regional Energy Corridors Master Plan</td>
<td>L4 $ 25,000</td>
</tr>
<tr>
<td>Agricultural Land Use Study</td>
<td>GPU $ 80,000</td>
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<tr>
<td>Major Employment Areas Land Use Study</td>
<td>GPU $ 75,000</td>
</tr>
<tr>
<td>AMC Retreat/Intergovernmental Advocacy</td>
<td>C1 $ 7,500</td>
</tr>
<tr>
<td>Communications 4-yr Strat/Bus Plan</td>
<td>C2 $ 10,000</td>
</tr>
<tr>
<td>GP Advocacy/Communications</td>
<td>C3 $ 50,000</td>
</tr>
<tr>
<td>Vision Communications Plan</td>
<td>C4 $ 35,000</td>
</tr>
<tr>
<td>Website Review</td>
<td>C5 $ 30,000</td>
</tr>
<tr>
<td>CRB Brand Review</td>
<td>C6 $ 75,000</td>
</tr>
<tr>
<td>Internal Communications</td>
<td>C7 $ 5,000</td>
</tr>
<tr>
<td>Media Relations</td>
<td>C8 $ 20,000</td>
</tr>
<tr>
<td>IT Requirements</td>
<td>A1 $ 5,000</td>
</tr>
<tr>
<td>Board Retreat</td>
<td>A3 $ 50,000</td>
</tr>
<tr>
<td>Board Initiatives</td>
<td>$ 200,000</td>
</tr>
<tr>
<td>GIS Website/Portal</td>
<td>GIS1 $ 25,000</td>
</tr>
<tr>
<td>GIS Procedure/Guidelines For Data Submissions</td>
<td>GIS2 $ 25,000</td>
</tr>
<tr>
<td>GIS Develop Site Selector Tool</td>
<td>GIS3 $ 25,000</td>
</tr>
<tr>
<td>GIS Maintenance Of Regional GIS Infrastructure</td>
<td>GIS4 $ 5,000</td>
</tr>
<tr>
<td>GIS Develop Regional GIS infrastructure</td>
<td>GIS5 $ 25,000</td>
</tr>
<tr>
<td>GIS Collect and Assemble Datasets</td>
<td>GIS6 $ 10,000</td>
</tr>
<tr>
<td>GIS AMC Monitoring and Reporting</td>
<td>GIS7 $ 10,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 2,032,500</strong></td>
</tr>
</tbody>
</table>

*Regional Collaboration Grants
Prepared September 8, 2014
<table>
<thead>
<tr>
<th>Regional Projects</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Transit-Regional Needs Assessment</td>
<td>T2</td>
</tr>
<tr>
<td>Public Transit Advocacy Strategy</td>
<td>T3</td>
</tr>
<tr>
<td>Intermunicipal Governance Transit Study</td>
<td>T4</td>
</tr>
<tr>
<td>Regional Housing Plan</td>
<td>H1</td>
</tr>
<tr>
<td>Housing Symposium</td>
<td>H2</td>
</tr>
<tr>
<td>Our Affordable Future: Implementation</td>
<td>H3</td>
</tr>
<tr>
<td>Marketing and Awareness Strategy</td>
<td>H4</td>
</tr>
<tr>
<td>Report Evaluation and Adjustment</td>
<td>H5</td>
</tr>
<tr>
<td>IT Requirements</td>
<td>A1</td>
</tr>
<tr>
<td>GIS Upgrades</td>
<td>A3</td>
</tr>
<tr>
<td>AMC Retreat/Intergovernmental Advocacy</td>
<td>C1</td>
</tr>
<tr>
<td>Communications 4-yr Strat/Bus Plan</td>
<td>C2</td>
</tr>
<tr>
<td>GP Advocacy/Communications</td>
<td>C3</td>
</tr>
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<td>Website Review</td>
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<td>Internal Communications</td>
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<td>Provincial Election Planning</td>
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<td>GIS Website/Portal</td>
<td>GIS1</td>
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<td>GIS Metadata Standards</td>
<td>GIS2</td>
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<td>GIS Develop Site Selector Tool</td>
<td>GIS3</td>
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<td>GIS Maintenance Of Regional GIS Infrastructure</td>
<td>GIS4</td>
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<td>GIS Formatting And Accuracy Standards</td>
<td>GIS5</td>
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<td>GIS Feedback On Site Selector Tool</td>
<td>GIS6</td>
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<td>GIS Training For Tools, Portal</td>
<td>GIS7</td>
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<tr>
<td>GIS AMC Monitoring And Reporting</td>
<td>GIS8</td>
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<tr>
<td>GIS Collect and Assemble Datasets</td>
<td>GIS9</td>
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<td>Sustainable Development Index-Target</td>
<td>L1</td>
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<tr>
<td>REF Update</td>
<td>L3</td>
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<td>North Sask Regional Plan Integration</td>
<td>L4</td>
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<td>Common Regional Land Use Classification</td>
<td>L6</td>
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<td>Cumulative Effects Model</td>
<td>L7</td>
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<td>IRTMP update</td>
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<tr>
<td>Transportation Prioritization Report (annual)</td>
<td>L9</td>
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<td>CRB GPU Alignment With Municipal Policies</td>
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<td>Agricultural Land Use Study</td>
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<td>Density Implementation Analysis Study</td>
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<td>Board Initiatives</td>
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*Regional Collaboration Grants
Prepared September 8, 2014
Geographic Information Services (GIS) Policy

Recommended Motion

That the Capital Region Board approve the GIS Policy (G018), as recommended by the Regional Services Committee.

Background

- The September 2013 Committee Structure Review recommended GIS be placed under the new Regional Services Committee, which would provide leadership and guidance to the CRB on the development of related GIS policies to support regional decision-making and reporting requirements of the Capital Region Growth Plan.

- On February 13, 2014, the Board approved the Revised 2014 Project Budget, including funding to initiate the regional GIS program.

- On May 20, 2014, CRB Administration hired a GIS Coordinator to develop and administer the CRB GIS program.

- In July the CRB received a grant under the Alberta Community Partnership Program to fund the acquisition and development of the infrastructure and tools required to support the Capital Region GIS (CRGIS) program.

- In August 2014, the GIS Policy was drafted (see Attachment 1) to define the role of the CRGIS and guidelines for administration and development.

- The GIS Policy was reviewed by the Regional Services Committee on August 28, the Transit Committee on October 16 and the Land Use & Planning Committee on November 7 of 2014.

Attachments:

1. GIS Policy (G018)
PURPOSE

To define the role of the Capital Region Geographic Information Services (CRGIS).

POLICY

The Capital Region Board (CRB) shall develop and maintain a shared regional Geographic Information System, and related services, that provides equitable access to members and promotes informed regional decision-making as directed in Appendix 4: CRGIS Strategy and Implementation Plan of the Growing Forward Capital Region Growth Plan.

GUIDELINES

1. CRGIS encompasses both a Geographic Information System (GIS) and related services that the CRB provides to member municipalities.

2. CRGIS shall act as a centralized hub of regional spatial data and provide complementary services to member GIS systems and services. CRGIS is not intended to replace existing or future GIS systems or services provided by members to their communities.

3. CRGIS will focus on the collection, assembly and maintenance of regional data and information used in spatial analytics and data visualization that support regional decision-making and initiatives by the CRB. Where resources permit, CRGIS will also provide related GIS services to members, such as GIS education and capacity development, advisory and consultation services, analysis and mapping, etc.

4. CRGIS shall facilitate access, sharing and analysis of regional datasets to member municipalities.

5. The CRB shall ensure that delivery of CRGIS is cost effective and balances the needs of individual municipal members with the needs of the CRB, as a whole.

6. The CRB shall ensure that the CRGIS can be readily accessed while also ensuring that appropriate security is in place to protect information when necessary.

7. Member municipalities shall respond to all CRB administration or member municipality requests for data related to the CRGIS Strategy and Implementation Plan and/or Capital Region Growth Plan.

8. Original data creators/owners will retain complete ownership and authority over their data.

9. The CRB shall develop and maintain processes and guidelines for data submissions and updates from data owners as well as ad hoc data request procedures.

10. CRB shall adopt an open data structure where appropriate and only share licensed or restricted data with the full consent of the data owner.
PRINCIPLES

This policy will be realized through the guiding principles defined in the CRGIS Strategy and Implementation Plan:

1. Autonomy – All municipal members will respect the self determinations of other municipalities and their control over land use planning and data within the context of the regional plan.

2. Collaboration – All municipal members will work together to support the planning efforts of the region including free sharing of relevant non-confidential data sets.

3. Equity – All municipal members will be treated in a way that is equitable, consistent and congruent and to ensure the benefits of CRGIS are available to all municipal members.

4. Flexibility – All municipal members will be expected to identify options that work best for themselves while also fitting in with the needs of the region including data standards and technology platforms.

5. Mutuality – Working together in the region will be the key to achieving a consistent level of data quality and data access to any of the member municipalities.

6. Sustainability – All municipal members will seek decisions which encourage sustainable data acquisition and maintenance practices.

7. Transparency – The results of decision making processes in relation to spatial data and technology platforms that relate to the regional plan will be transparent to the stakeholders.

Nolan Crouse, Board Chair
CRB Voting Structure

Original Motion
That the Capital Region Board hold a planning session of all Board members to review the current Voting Structure (Section 5 subsections (2) and (3)), of the Capital Region Regulations and bring back recommendations to the Capital Region Board, regarding the Regulation's functionality.

Introduction
The Capital Region Board Regulation established the Board and stipulates the voting structure. It is clearly within the Province’s authority to establish the voting structure. Section 5 subsections (2) and (3) of the Capital Region Board Regulation states the following:

Voting rights of representatives

(2) If a decision of the Capital Region Board is to be made by a vote, the decision must be supported by not fewer than 17 representatives from participating municipalities that collectively have at least 75% of the population in the Capital Region.

(3) Subject to section 2(6), if a representative is not present when a vote of the Capital Region Board is taken, or abstains from voting, the representative is deemed to have voted in the affirmative.

Timeline

Recommendation
It is recommended that the Board not support any change at the present time in terms of its legally constituted voting structure.
Regional Evaluation Framework (Ministerial Order L:270/10) Amendment

Recommendation:

That the Capital Region Board approve the administrative recommended motion.

Original 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.

Administrative Recommended Motion:

That the Capital Region Board refer this matter to the Land Use & Planning Committee for further review and consideration.

Background

- Ministerial Order No. L:270/10, being the Regional Evaluation Framework (REF), was approved November 29, 2010. The effective date of the Regional Evaluation Framework is March 31, 2010.

- The purpose of the Regional Evaluation Framework is to confirm that new municipal statutory plans and statutory plan amendments proposed by member municipalities are consistent with the Capital Region Board Regulation and the Capital Region Growth Plan.

- The REF contains evaluation criteria that must be considered in the review of Statutory Plan and Statutory Plan amendments that require approval of the Capital Region Board.

- One of the evaluation criteria in REF is consistency of a Statutory Plan or Statutory Plan amendment with the Population and Employment Forecasts in the Capital Region Growth Plan.

  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.

- On January 10, 2013, the Board was presented with a proposed update to the Population and Employment Forecast in the Growth Plan. The Board referred the item back to CRB Administration with direction to further review the proposed forecasts with municipal administrations. It was also suggested that the Land Use Committee clarify how the forecasts are to be used in evaluating REF applications, especially when a proposed forecast exceeds the Growth Plan Forecast.
On June 27, 2013, following discussions regarding the interpretation and use of the population and employment forecasts in the evaluation of REF applications, the Land Use Committee approved the subject motion for consideration by the Capital Region Board.

On September 12, 2013, the Board postponed the subject motion until after the 2013 election.

On November 14, 2013, the Board postponed the subject motion until after the completion of Strategic Plan.

On October 9, 2014, the Board approved the Capital Region Board 2014 – 2018 Strategic Plan.

Rationale

The original motion was presented to the Board on September 12, 2013 by the former Land Use Committee that was predecessor to the current Land Use & Planning Committee. Since then the population and employment forecasts have been updated, a municipal election has occurred, the Board’s committees have been restructured, the REF procedures revised, and the Growth Plan Update commenced. Due to these developments over the last 15 months, CRB Administration recommends that the Land Use & Planning Committee be given an opportunity to re-evaluate the purpose and intent of the motion.

Attachment:
1. Ministerial Order L:270/10 – Regional Evaluation Framework
MINISTERIAL ORDER NO. L:270/10

I, Hector Goudreau, Minister of Municipal Affairs, pursuant to section 21(1) of the Capital Region Board Regulation (AR 17/2010) make the following order:

1. That the Regional Evaluation Framework as attached in Schedule A is hereby established.

2. That the effective date of the Regional Evaluation Framework is March 31, 2010.

3. Ministerial Order No. L:046/10 is hereby rescinded.

Dated at Edmonton, Alberta, this 29th day of November, 2010.

[Hector Goudreau]
Minister of Municipal Affairs

[Signature]
Regional Evaluation Framework (REF)

1.0 Purpose

The Capital Region Board (the “Board”) has been directed to implement the Capital Region Growth Plan subsequent to its adoption by the Government of Alberta.

The purpose of the Regional Evaluation Framework is to provide criteria to allow the board to evaluate new municipal statutory plans and statutory plan amendments to ensure consistency with the long-term regional interests identified in the Capital Region Growth Plan, and the Capital Region Board Regulation.

2.0 Definitions

In addition to the definitions contained in the Capital Region Board Regulation (the “Regulation”), words defined in the Capital Region Growth Plan shall be given the same meaning for the purposes of this Regional Evaluation Framework.

3.0 Municipality Review

3.1 A municipality must refer to the Board any proposed new Intermunicipal Development Plan, Municipal Development Plan and any proposed amendment to an Intermunicipal Development Plan or Municipal Development Plan.

3.2 A municipality must refer to the Board any other statutory plan or statutory plan amendment where:

   a) one or more of the following conditions exist:

      (i) the statutory plan or statutory plan amendment would result in the creation of one or more lots intended and/or designated to accommodate Heavy Industrial Use;

      (ii) the effect of the statutory plan or statutory plan amendment proposes a net residential density that differs from the assigned density target in the Capital Region Growth Plan for the corresponding Priority Growth Area, by 10 per cent or more;

      (iii) the effect of the statutory plan or statutory plan amendment proposes a gross residential density that differs from the assigned density target in the Capital Region Growth Plan for the corresponding Cluster Country Residential Area, by 10 per cent or more;
(iv) the plan boundaries are within 0.8 km. of a road identified in the Regional Transportation Infrastructure map of the Capital Region Growth Plan;

(v) the plan boundaries are within 1.0 km. of an approved Intermunicipal Transit route or Park and Ride facility as identified by the Capital Region Growth Plan (Figures 8, 9, or 10 of the Capital Region Intermunicipal Transit Plan) or a Transportation Master Plan as approved by the City of Edmonton;

(vi) the plan is located outside a Priority Growth Area or Cluster Country Residential Area as identified on the Priority Growth Areas and Cluster Country Residential Areas map in the Capital Region Growth Plan, and at full build-out the plan proposes to vary the municipality’s official population as stated in the most recent Alberta Municipal Affairs Official Population List by 10 per cent or more;

and

b) the statutory plan or statutory plan amendment proposes land uses that would add to, alter, interrupt or interfere with:

(i) the land-use development pattern required by the Principles and Policies or residential density targets established in the Capital Region Growth Plan; or

(ii) the distribution, expansion, and/or integrated development of regional infrastructure, and recreation, transportation and utility corridors as identified on the Regional Transportation Infrastructure, Regional Water and Wastewater Infrastructure, Regional Power Infrastructure and Regional Corridors maps in the Capital Region Growth Plan or conservation buffers as shown on the Regional Buffers Areas map of the Capital Region Growth Plan.

3.3 A municipality must refer any other statutory plan or statutory plan amendment where the plan is within 1.6 km. of the boundaries of the Alberta Industrial Heartland Area Structure plans, or the Edmonton International Airport Area Structure Plan.

3.4 Statutory plans or statutory plan amendments referred to the Capital Region Board pursuant to section 3.1, 3.2 or 3.3 must be referred to the Board after 1st reading and before 3rd reading of a bylaw or bylaws.

3.5 A statutory plan or statutory plan amendment referred by a municipality to the Board must include:

a) the proposed statutory plan or statutory plan amendment bylaw;

b) sufficient documentation to explain the statutory plan or statutory plan amendment;
c) sufficient information to ensure that the statutory plan or statutory plan amendment can be evaluated pursuant to the evaluation criteria in section 5.4 of the REF; and

d) a copy of the most recent amended plan without the proposed amendment.

4.0 Board Administration Review

4.1 Within 25 working days of the date on which the statutory plan or statutory plan amendment referral is found to be complete by the Board, the Board Administration must present to the Board a report and recommendation to either approve or reject the statutory plan or statutory plan amendment.

5.0 Board Review and Decision

5.1 At the meeting at which the Board administration report and recommendation are presented the Board must, by consensus, approve or reject the statutory plan or statutory plan amendment.

5.2 In the event that consensus is not achieved a formal vote of the Board must be conducted, in accordance with the voting and notification provisions of the Capital Region Board Regulation and the Board’s procedural bylaw.

5.3 Prior to a vote on a statutory plan or statutory plan amendment the Board must hear:
   i. from the Board administration; and
   ii. from the municipality proposing the statutory plan or statutory plan amendment.

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

a) Compatibility of the development with the objectives of the Capital Region Growth Plan as set out in Section 11 of the Regulation;

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:

(i) The Land Use Principles and Policies of the Capital Region Growth Plan including the provisions for:
   i. Buffer areas as shown on the Regional Buffers Area Map in the Capital Region Growth Plan;
   ii. Priority Growth Areas as shown on the Priority Growth Areas and Cluster Country Residential Areas map in the Capital Region Growth Plan;
   iii. Cluster Country Residential Areas as shown on the Priority Growth Areas and Cluster Country Residential Areas map in the Capital Region Growth Plan;
   iv. Density targets as outlined in Capital Region Growth Plan; and
   v. Outside Priority Growth Areas.
(ii) The regional population and employment forecasts in the Capital Region Growth Plan.

(iii) The regional transportation network as shown in the Regional Transportation Infrastructure map in the Capital Region Growth Plan.

(iv) The Intermunicipal Transit Network Plan of the Capital Region Growth Plan (Figures, 8, 9, or 10 of the Capital Region Intermunicipal Network Transit Plan), and a Transportation Master Plan as approved by the City of Edmonton.

(v) The regional infrastructure, and recreation, transportation and utility corridors as identified on the Regional Transportation Infrastructure, Regional Water and Wastewater Infrastructure, Regional Power Infrastructure, and Regional Corridors maps of the Capital Region Growth Plan.

(vi) The boundaries and policies of Alberta’s Industrial Heartland Area Structure plans and the Edmonton International Airport Area Structure Plan.
Recommended Motion

WHEREAS the Province will likely be changing the year end for the Capital Region Board to March 31st.

AND WHEREAS the Province will require that the CRB approve a budget for the period January 1st, 2015 to March 31st, 2015.

NOW THEREFORE BE IT RESOLVED that the CEO be delegated the authority to prorate the approved 2014/2015 Budget to cover the period January 1, 2015 to March 31, 2015 and submit it to the Province accordingly.

Rationale

The Province will likely be changing the year end from December 31 to March 31, effective January 1, 2015. The Board approved the 2014/2015 revised budget, which included the three month period of January 1, 2015 to March 31, 2015 at the October 9, 2014 meeting.
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<thead>
<tr>
<th>IR #</th>
<th>Request Date</th>
<th>From</th>
<th>Request</th>
<th>Status</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:</td>
<td>Complete Feb 21</td>
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|        |              |                  | • $250,000 - Special Projects?  
<p>|        |              |                  | • $50,000 - Board Initiatives?                                        |                   |
| 2014.02| Mar 13       | Chair CRB        | Clarification of REF withdrawal process: What are the parameters for making amendments and/or withdrawing a REF appeal once it’s been made? | Complete Mar 20   |
| 2014.03| Apr 10       | Chair CRB        | Members requested that CRB administration report on the province’s position on Agricultural Land Policy. | Complete May 13   |
| 2014.04| June 12      | Bon Accord       | What is impact of potential CRB REDA on local economic development activities in the region? | Complete Oct 24   |
| 2014.05| June 12      | Chair CRB        | How is agricultural land consumption being monitored and/or tracked?     | Complete Oct 24   |
| 2014.06| June 12      | Chair CRB        | How does CRB interact with Capital Region Waste Minimization Advisory Committee? | Complete Oct 27   |
| 2014.07| July 10      | Chair CRB,       | Does FOIP demand a minimum time limit or format for keeping Board records? | Complete Oct 27   |
|        |              | Bon Accord       |                                                                           |                   |
| 2014.08| July 10      | Chair CRB        | Request that a representative of the Ministry of Transportation be invited to attend a Land Use &amp; Planning meeting. | Complete Oct 9    |
| 2014.09| Aug 14       | Chair CRB        | How will the Economic Development Summit be communicated to the media?     | Complete Sept 29  |
| 2014.10| Sept 11      | Chair CRB        | How will the Energy Corridors Final Report be communicated?               | Complete Sept 22  |
| 2014.11| Sept 11      | Chair CRB        | How will we move forward with the Energy Corridors Final Report?         | Complete Sept 21  |
| 2014.12| Oct 9        | Morinville,      | What will the extra money ($600K from members) projected in the 2015 budget be used for? | Complete Oct 27   |
|        |              | Redwater         |                                                                           |                   |
| 2014.13| Oct 9        | Chair CRB        | Can the provincial government requisition funds based on the decisions of the Capital Region Board? | In progress       |
| 2014.14| Oct 9        | Bon Accord       | This request serves as clarification for IR.2014.10. How was the Energy Corridors Final Report communicated to Alberta Transportation and how was it accepted? | Complete Oct 27   |</p>
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<tr>
<th>Number</th>
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<th>Chair</th>
<th>Topic</th>
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<tr>
<td>2014.15</td>
<td>Oct 9</td>
<td>Chair CRB</td>
<td>What additional provincial departments should the Energy Corridors Final Report be communicated to?</td>
<td>Complete Oct 27</td>
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<tr>
<td>2014.16</td>
<td>Oct 9</td>
<td>City of Edmonton</td>
<td>For Priority Growth Areas and Cluster Country Residential Areas, what densities are actually being achieved on growth approved and growth built out since the Regional Growth Plan took statutory effect?</td>
<td>Complete Dec 1</td>
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<tr>
<td>2014.17</td>
<td>Nov 13</td>
<td>Chair CRB to Advocacy &amp; Monitoring committee</td>
<td>How do/should we forward information in the Sift Every Thing Report regarding infrastructure to the Province?</td>
<td>AMC meeting Dec 11</td>
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<tr>
<td>2014.18</td>
<td>Nov 13</td>
<td>Chair CRB</td>
<td>Seeking clarification from archived recordings to determine if a letter to Municipal Affairs re REF Amendment to delete Section 5.4 b) (ii) has been formally accepted for debate previously.</td>
<td>Complete Dec 1</td>
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<tr>
<td>2014.19</td>
<td>Nov 13</td>
<td>Chair CRB</td>
<td>RE: Warburg Motion: Planning Session to Review CRB Voting Structure&lt;br&gt;Seeking clarification from the archived recordings to determine if this motion was formally accepted for debate previously</td>
<td>Complete Dec 1</td>
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<tr>
<td>Oct 9, 2014</td>
<td>City of Edmonton</td>
<td>For Priority Growth Areas and Cluster Country Residential Areas, what densities are actually being achieved on growth approved and growth built out since the Regional Growth Plan took statutory effect?</td>
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<tbody>
<tr>
<td>Dec 11, 2014</td>
<td>CEO</td>
<td>Dwelling unit densities for Priority Growth Areas and Cluster Country Residential areas were provided to the Advocacy and Monitoring Committee on December 11th as one of the indicators in Phase 1 of the Monitoring and Reporting program.</td>
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</table>
**Request**

**Request Date** | **From** | **Request**
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Nov 13 2014 | CRB Chair | Seeking clarification from archived recordings to determine if a letter to Municipal Affairs re REF Amendment to delete Section 5.4 b) (ii) has been formally accepted for debate previously.

**Response**

**Response Date** | **From** | **Response**
--- | --- | ---
Dec 11 2014 | CEO | CRB administration reviewed the archived recording regarding letter to Municipal Affairs re REF Amendment to delete Section 5.4 b) (ii).

- September 12, 2013:
  - the Chair accepted the motion
  - the Board debated
  - the Board postponed the motion to after the 2013 election

- November 14, 2013:
  - the Board then postponed the matter until after a strategic plan was completed

- September 11, 2014:
  - the Strategic Plan was received for information

- November 13, 2014:
  - the Board referred to motion to administration for clarification

The motion is brought forward to the December 11, 2014 Board meeting as Item 7b.
### Request

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<tr>
<td>Nov 13 2014</td>
<td>CRB Chair</td>
<td>RE: Warburg Motion: Planning Session to Review CRB Voting Structure</td>
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<td>Seeking clarification from the archived recordings to determine if this motion was formally accepted for debate previously.</td>
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### Response

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<tr>
<td>Dec 11, 2014</td>
<td>CEO</td>
<td>CRB administration reviewed the archived recording regarding the Warburg Motion: Planning Session to Review CRB Voting Structure.</td>
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<td>June 13, 2013:</td>
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<td>• the Chair accepted the motion</td>
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<td>• the Board debated</td>
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<td>• the Board postponed the motion to after the 2013 election</td>
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<td>November 14, 2013:</td>
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<td>• the Board then postponed the matter until after the strategic plan was completed</td>
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<td>September 11, 2014:</td>
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<td>• the Strategic Plan was received for information</td>
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<td>November 13, 2014:</td>
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<td>• the Board referred to motion to administration for clarification</td>
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<td>The motion is brought forward to the December 11, 2014 Board meeting as Item 7a.</td>
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Governance, Priorities & Finance Committee

Monday, November 3, 2014
9:00 a.m. - Noon
Royal Mayfair Golf Club – Banquet A & B
9450 Groat Rd NW Edmonton, AB

Members:
Camille Berube, Town of Beaumont (Chair)
Phyllis Kobasiuk, Parkland County (Vice-Chair)
Cathy Heron, City of St. Albert
Glen Finstad, City of Leduc
Tom Flynn, Sturgeon County (alternate)
Wayne Woldanski, Lamont County
Randy Boyd, Town of Bon Accord
Ed Gibbons, City of Edmonton (alternate)
Art Erickson, Village of Wabamun

Regrets:
Don Faulkner, Town of Calmar

CRB Staff & Consultants:
Doug Lagore, CEO
Sharon Shuya, Project Manager
Loreen Lennon, Communications Manager
Neal Sarnecki, Project Manager
Stephanie Chai, Director of Special Projects

Guests:
Gibby Davis, City of Edmonton
Leslie Chivers, Sturgeon County
Kelly Rudyk, Strathcona County
Brandt Denham, GIS Coordinator
Charlene Chauvette, Office Manager
Amanda Borman, Executive 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 November 3, 2014, with the addition of an “In Camera Session” following item number five, be approved.

Moved by: Mayor Tom Flynn, Sturgeon County
Decision: Carried unanimously

3. Approval of Minutes of September 22, 2014

Motion: That the minutes of September 22, 2014 be approved, as amended.

Moved by: Mayor Randy Boyd, Town of Bon Accord
Decision: Carried unanimously
4. **April 2015 – April 2016 Budget Approval**

   The Governance, Priorities & Finance Committee discussed the April 2015 – April 2016 Budget Approval at length.

5. **2015 Meeting Schedule**

   **Motion:** That the Governance, Priorities & Finance Committee approve the 2015 meeting schedule as presented with its meetings starting at 9:30 a.m.
   
   **Moved by:** Councillor Cathy Heron, *City of St. Albert*
   
   **Decision:** Carried unanimously

6. **In Camera Session**

   **Motion:** That the Governance, Priorities & Finance Committee move into In Camera Session.
   
   **Moved by:** Councillor Phyllis Kobasiuk, *Parkland County*
   
   **Decision:** Carried unanimously

   **Motion:** That the Governance, Priorities & Finance Committee move out of In Camera Session.
   
   **Moved by:** Councillor Cathy Heron, *City of St. Albert*
   
   **Decision:** Carried unanimously

7. **ADJOURNMENT**

   **Motion:** That the Governance, Priorities & Finance Committee meeting be adjourned.
   
   **Moved by:** Councillor Ed Gibbons, *City of Edmonton*
   
   **Decision:** Carried unanimously

   Meeting adjourned at 10:00 a.m.

   ________________________________
   Committee Chair, Camille Berube
Growth Plan Update Task Force

Friday, November 28, 2014
11:30 a.m. – 3:00 p.m.
Royal Mayfair Golf & Country Club – Banquet A & B
9450 Groat Road, Edmonton

Members:
Roxanne Carr, Strathcona County (Chair)
Lisa Holmes, Town of Morinville (Vice Chair)
Don Iveson, City of Edmonton
Cathy Heron, City of St. Albert
Ralph van Assen, Village of Warburg
Victoria Brown, Government of Alberta

Regional Strategic Advisors:
David Hales
Greg Hofmann
Barry Huybens
Clayton Kittlitz

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

Regrets:
Gale Katchur, City of Fort Saskatchewan
John Schonewille, Leduc County
Peter Ohm, Regional Technical Advisor

Guests:
Nolan Crouse, Board Chair
Leslie Chivers, Sturgeon County
Gibby Davis, City of Edmonton
Linton Delaney, Strathcona County
Jordan Evans, Leduc County
Ryan Hall, Strathcona County
Jacquie Hansen, City of St. Albert
Cory Labrecque, City of Leduc
Rick Preston, UDI

CRB Staff:
Doug Lagore, CEO
Loreen Lennon, Communications Manager
Brendan Pinches, Project Manager
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Stephanie Chai, Director, Special Projects
Brandt Denham, GIS Coordinator
Lisa Saskiw, Administrative Assistant

1. Call to Order

Chair, Mayor Roxanne Carr called the meeting to order at 11:35 a.m.
2. Approval of the Agenda

Motion: That the Growth Plan Update Task Force agenda be approved.
Moved by: Mayor Don Iveson, City of Edmonton
Decision: Carried unanimously

3. Approval of the Minutes, September 4, 2014

Motion: That the Growth Plan Update Task Force minutes of September 4, 2014 be approved.
Moved by: Mayor Don Iveson, City of Edmonton
Decision: Carried unanimously

Carry Over Business

4. Phase 1 – Project 1A: Review of Board Questions & Responses

Motion: That the Growth Plan Update Task Force approve the draft responses to the Board’s questions from Project 1A: Plan Review and Policy Evaluation and recommend they be submitted to the Board for information.
Moved by: Mayor Lisa Holmes, Town of Morinville
Decision: Carried unanimously

5. Phase 1 – Project 1C: Regional Jurisdictional Advantage - Final Report

New Business

6. Phase 2 Growth Plan Update & Phase 3 Implementation Plan - Term and Roles Business

a. Introduction of the Consultants
b. Project Roles & Responsibilities

Motion: That the Growth Plan Update Task Force approve the project Roles and Responsibilities as presented.
Moved by: Mayor Don Iveson, City of Edmonton
Decision: Carried unanimously

7. Phase 2 Growth Plan Update & Phase 3 Implementation Plan - Project Plan

a. Work Plan, Schedule, Engagement Strategy and Deliverables
b. Communications Plan and Strategy
c. Task Force Discussion
d. Next Meeting – Focus and Key Deliverables
Motion: That the Growth Plan Update Task Force approve the Project Plan as presented.

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

Decision: Carried unanimously

8. 2015 – Task Force Meeting Dates

It was agreed by unanimous consensus that the Growth Plan Update Task Force accept the 2015 Task Force meeting dates (January 15, February 27, March 19, May 21, July 23, September 17 & October 19).

9. Adjournment

It was agreed by unanimous consensus that the Growth Plan Update Task Force meeting be adjourned.

Meeting adjourned at 2:55 p.m.

Next Meeting: January 15, 2015 at 9:00 a.m., La Cite Francophone – Hall Jean-Louis Dentinger

Task Force Chair, Roxanne Carr