Governance, Priorities & Finance Committee

Agenda

Thursday, November 3, 2016
2:00 p.m. – 4:00 p.m.
Capital Region Board Office, Capital Region Boardroom
1100 Bell Tower, 10104 103 Avenue, Edmonton

Agenda Items

1. Call to Order – Mayor Camille Berube, Chair

2. Chair’s Opening Remarks

3. Approval of Agenda – Mayor Camille Berube, Chair

4. Approval of Minutes of September 22, 2016 – Mayor Camille Berube, Chair

5. 2017/18 Capital Region Board Budget: Municipal Feedback – Mayor Camille Berube, Chair

   Recommended Motion: That the Governance, Priorities & Finance Committee accept the Municipal Feedback for consideration as it develops the 2017/18 budget.

6. Policy G013 – Committee and Task Force Meeting Procedures Review and Recommendation – Mayor Camille Berube, Chair

   Recommended Motion: That the Governance, Priorities & Finance Committee recommend Policy G013 to the Capital Region Board for approval.

7. Next Meeting – Mayor Camille Berube, Chair

   • Thursday, November 24, 2016, 2:00 p.m. – 4:00 p.m.
     Capital Region Boardroom, CRB Office

8. Adjournment – Mayor Camille Berube, Chair
Governance, Priorities & Finance Committee

Thursday, September 22, 2016
2:00 p.m. – 4:00 p.m.
Capital Region Boardroom, CRB Office
1100 Bell Tower, 10104 103 Avenue, Edmonton

Members:
Camille Berube, Town of Beaumont (Chair)
Randy Boyd, Town of Bon Accord
Art Erickson, Village of Wabamun
Glen Finstad, City of Leduc
Phyllis Kobasiuk, Parkland County
Tim Osborne, City of St. Albert
Karen Shaw, Sturgeon County
Michael Walters, City of Edmonton
Wally Yachimetz, Town of Calmar

Regrets:
Wayne Woldanski, Lamont County

CRB Staff & Consultants:
Malcolm Bruce, CEO
Leslie Chivers, Operations Manager
Charlene Chauvette, Office Manager
Amanda Borman, Executive Assistant

Guests:
Gibby Davis, City of Edmonton
Trevor Duley, Sturgeon County
Michael Laveck, Town of Devon
Marnie Lee, Strathcona County

1. CALL TO ORDER

Chair, Mayor Camille Berube called the meeting to order at 2:00 p.m.

2. Chair’s Opening Remarks

3. Approval of Agenda

Motion: That the agenda of September 22, 2016 be approved subject to Item 4a and Item 10 being removed.
Moved by: Councillor Phyllis Kobasiuk, Parkland County
Decision: Carried unanimously
4. Approval of Minutes

b. **Motion:** That the minutes of June 30, 2016 be approved.
   
   **Moved by:** Councillor Michael Walters, *City of Edmonton*
   
   **Decision:** Carried unanimously

5. Committee Workplans Review and Recommendation

   **Motion:** That the Governance, Priorities & Finance Committee receive the Committee Workplans as information to be considered in the creation of the 2017/18 budget, as recommended by Administration.
   
   **Moved by:** Mayor Randy Boyd, *Town of Bon Accord*
   
   **Decision:** Carried unanimously

6. GPF Workplan Review and Recommendation

   **Motion:** That the Governance, Priorities & Finance Committee approve the 2017/18 GPF Workplan for consideration in creations of the 2017/18 budget.
   
   **Moved by:** Councillor Phyllis Kobasiuk, *Parkland County*
   
   **Decision:** Carried unanimously

7. 2017/18 Budget

   a. **Motion:** That the Governance, Priorities & Finance Committee move *in camera*, in accordance with the provisions of Section 24 – Advice from officials, of the Freedom of Information and Protection of Privacy Act (FOIP), R.S.A. 2000, c.F-25.
      
      **Moved by:** Mayor Wally Yachimetz, *Town of Calmar*
      
      **Decision:** Carried unanimously

   b. **Motion:** That the Governance, Priorities & Finance Committee reconvene in public.
      
      **Moved by:** Councillor Tim Osborne, *St. Albert*
      
      **Decision:** Carried unanimously

   c. **Motion:** That the Governance, Priorities & Finance Committee direct administration to use the information discussed in-camera to create a draft budget for the Capital Region Board for review at the October Board meeting.
      
      **Moved by:** Councillor Tim Osborne, *St. Albert*
      
      **Decision:** Carried unanimously

8. Capital Region Board Governance Manual for Information

   **Motion:** That the Governance, Priorities & Finance Committee receive the Capital Region Board Governance Manual for information and direct administration to bring a final draft to the November 24, 2016 GPF meeting.
Moved by: Councillor Glen Finstad, City of Leduc
Decision: Carried unanimously

9. 2017 Municipal Election Transition Review and Information

Motion: That the Governance, Priorities & Finance Committee recommend the 2017 Municipal Election Transition Plan to the Capital Region Board for information.
Moved by: Councillor Michael Walters, City of Edmonton
Decision: Carried unanimously

11. Policy G019 – Capital Region Board Membership Review and Recommendation

Motion: That the Governance, Priorities & Finance Committee recommend Policy G019 to the Capital Region Board for approval.
Moved by: Mayor Randy Boyd, Town of Bon Accord
Decision: Carried unanimously

12. Policy G023 – Pay-to-Participate Review and Recommendation

Motion: That the Governance, Priorities & Finance Committee refer the Pay-to-Participate Policy back to administration for further work.
Moved by: Councillor Michael Walters, City of Edmonton
Decision: Carried unanimously

13. Policy Update – Review and Recommendation

Motion: That the Governance, Priorities & Finance Committee recommend Policy G010, G011, A007, A008 and A009 to the Capital Region Board for approval.
Moved by: Councillor Karen Shaw, Sturgeon County
Decision: Carried unanimously

8. Next Meeting

Thursday, September 22, 2016 at 2:00 p.m., Capital Region Boardroom, CRB Office

9. ADJOURNMENT

The Chair declared the meeting adjourned at 3:30 p.m.

Committee Chair, Camille Berube
2017/18 Capital Region Board Budget: Municipal Feedback

Recommended Motion

That the Governance, Priorities & Finance Committee accept the Municipal Feedback for consideration as it develops the 2017/18 budget.

Background

- The Capital Region Board has been funded by the Government of Alberta since its inception in 2008.
- It is assumed the Government of Alberta will provide an operating grant of $2.5 million to the Capital Region Board for 2017/18. This may have to be revisited in spring 2017 once the Province releases its budget.
- On September 22, 2016 the Governance, Priorities & Finance Committee met in camera to discuss the impact to budget with three options examined. Additionally, they reviewed three distinct areas for consideration:
  1. opportunities,
  2. current and potential revenue streams,
  3. expenses.

All forms of revenue and expenditures were reviewed in preparation of the recommendation; it was noted that expenses was exclusively where the $500k reduction has occurred to achieve the $2.5 million current funding level.

- Incorporating committee workplans with the assumed Grant of $2.5 million totals $3,985,000 - that is the amount needed to execute proposed workplans.

The draft budget for 2017/18 has been prepared with:

1. A membership funding request for $1,000,000 – therefore a budget of $3.5 million.
2. At the request of the Governance, Priorities & Finance Committee, administration has included the view of a fixed membership contribution cost sharing formula to $1,000,000 and presented it to the Board at the October Board meeting.
3. The Board provided comments back to the CEO regarding membership contribution of $1,000,000. Those comments are attached.
4. Committee workplans will be revisited by committees to confirm and subsequently the revised workplans will come to GPF November 24, 2016.

Attachments:

1. Municipal Feedback Summary
2. Expanded Municipal Feedback
3. Participating Member cost sharing spreadsheets
4. CRB A list projects
5. CRB B list projects
## Membership Contributions Feedback

This document tracks the feedback we received from members regarding membership contributions.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Indicated support for membership contributions</th>
<th>Indicated no support for membership contributions</th>
<th>No indication given either way</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Beaumont</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Town of Bon Accord</td>
<td></td>
<td>X</td>
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<tr>
<td>Town of Bruderhein</td>
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<td>X</td>
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<td>Town of Calmar</td>
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<td>X</td>
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<tr>
<td>Town of Devon</td>
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<td>X</td>
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<td></td>
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<tr>
<td>City of Edmonton</td>
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<tr>
<td>City of Fort Saskatchewan</td>
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<tr>
<td>Town of Gibbons</td>
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<tr>
<td>Lamont County</td>
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<tr>
<td>Town of Lamont</td>
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<td>City of Leduc</td>
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<tr>
<td>Town of Morinville</td>
<td>X</td>
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<tr>
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<tr>
<td>Town of Redwater</td>
<td></td>
<td></td>
<td>Sought Clarity</td>
<td></td>
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<tr>
<td>City of Spruce Grove</td>
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<tr>
<td>Town of Stony Plain</td>
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<td>Strathcona County</td>
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<tr>
<td>Sturgeon County</td>
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<tr>
<td>Village of Thorsby</td>
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<tr>
<td>Village of Wabamun</td>
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<td>Village of Warburg</td>
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26-Oct-16
**2017/18 Capital Region Board Budget: Municipal Feedback**

**Feedback regarding membership contributions**

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sturgeon County</td>
<td>My first reaction is we need to be resistant to replacing $$s the government should be supplying with $$s we as muni's put in.</td>
</tr>
</tbody>
</table>
| City of Fort Saskatchewan | As I have indicated before, I do not support, and have not supported in the past, membership contribution fees for the Capital Region Board as we are mandated to participate in the process by the Provincial Government. If we continue to supplement the funding for the CRB, we will send the message to the provincial government that this organization is willing to bear the responsibility of a number of items that should be led by the provincial government.  

Spending $450,000 on an Agricultural Master Plan is an example where provincial leadership has been sorely lacking. As member municipalities, our focus should be on advocating this as an issue of provincial importance as only a small percentage of the overall agricultural land in this province is within the capital region and none of it is protected or addressed in policy. This would also be the case for funding the HOV lane pilot on Provincial highways.  

In addition, I would find it difficult to support municipalities providing funding when we turn around and pay out honorariums for the members to attend.  

I would request that an alternative budget be provided that demonstrates what can be done while working within the approved funding amount. |
| Town of Redwater | LIST A  
(CRB-2017/17-2) Monitoring KPI’s – can this not be handled in house?  
(AMC-2017/18-1 2) Advocacy & Energy Corridors – please explain how the $15,000 and $25,000 was arrived at?  
(SI-2017/18-2) What does this project mean, and for a cost of $100,000? Again, how was this figure determined?  
(HC-2017/18-1) Should this not be an issue for the sub-region to determine internally? And as this report is to be approved annually, does that mean we can anticipate a $130,000 cost each year? Or other costs annually?  
(LUP-2017/18-2) Why is the CRB determining a framework around growing and diversifying the agri-food economy including development of a value-added strategy? Should this not be under the Economic Development initiatives? Again, what makes up |
<table>
<thead>
<tr>
<th>Strathcona County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strathcona County, both Council and Administration, have reviewed the initial draft of the proposed 2017-2018 Capital Region Board (CRB) budget and have the following comments for your review and consideration.</td>
</tr>
</tbody>
</table>

As our membership in the CRB is mandated by the Province, and both the member municipalities and CRB Administration rely on provincial funding, project need assessment needs to occur during these times of economic stress. Strathcona County is one of a growing number of municipalities in Canada to use priority-based business planning and budgeting to review projects and operations based on strategic priorities. By identifying where efficiencies can be made, we are able to make evidence-based decisions and keep our budget within the core funding envelope, while maintaining our municipal priorities outlined in our strategic and corporate plans.

If the Province is reducing its projects and budgets - including funding of municipalities and the CRB - it would be prudent of the CRB to also do the same with its projects and budget. We would strongly support the CRB in keeping to the budget provided by Government of Alberta operating funding, and ask that you review both your operating budget and the list of committee projects, and reduce them to what is needed to make the greatest impact with the least amount of funding.

Our suggestions for projects that have the least amount of significance at this time...
would be:

- Recreation/Open Space/Wildlife Corridor Study;
- Specialized Transit Cost Benefit Analysis;
- Growth Plan implementation video and marketing; and,
- Revisiting the model for growth.

Upon reviewing these projects, we believe they could be postponed and revisited in the future should fiscal realities change.

In addition to carefully considering the list of possible projects, we encourage the CRB to explore potential cost savings within the projects themselves during this time of fiscal constraint. For example, we encourage CRB Administration to explore efficiencies surrounding the Agriculture Master Plan and consider consolidating information from the existing county agriculture master plans, which could lead to further cost savings.

Additionally, we have strong concerns with member municipalities being asked to make substantial contributions when there are currently many unknown external factors which will impact the Capital Region Board. It is anticipated that the Municipal Government Act Review and resulting regulations will be presented by the Government of Alberta in early 2017. It is Strathcona County’s view that it is premature to be starting projects and seeking member contributions when the Provincial Government’s direction for the CRB’s mandate, as well as membership, are unknown.

Strathcona County is also apprehensive about supporting a budget that requires member municipality contributions and the precedent that would be established. CRB Administration has had several months to consider the possibility of a reduced operating budget for 2017-2018 from the $3 million that had historically been contributed from the government of Alberta. Originally, when the 2015-2016 operating funding was decreased and revision to the budget was required, the Board members were clear in their direction - find cost savings within the budget and do not rely on contributions from member municipalities. We echo the same direction today.

Thank you for the opportunity to share our feedback during the budget process.
### Capital Region Board
#### GENERAL Cost Sharing Formula

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

**Instructions:** Insert the project amount in to cell A. The spreadsheet will automatically calculate each municipal share per project.

#### Part 1: Core Fee Calculation
- **Total Core Fee % Project Cost**
- **Maximum Total Core Fee $ to be Allocated (A x B)**
- **Divided by the number of municipalities**
- **Core Fee per municipality (C/D)**

#### Part 2: Weighting
- **50% - Population**
- **50% - Total Equalized Assessment**

<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>
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<tbody>
<tr>
<td>City of Edmonton</td>
<td>$430</td>
<td>817498</td>
<td>69.50%</td>
<td>$343,922</td>
<td>$144,126,383,870.0</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>$1,176,230</strong></td>
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<td><strong>$226,201,572,235.0</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$494,840</strong></td>
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</table>

**Cost Allocation by Equalized Assessment**

**Cost Allocation by Total Equalized Assessment**

**Cost Allocation Total**

**Total Project Cost**

**50% - Population**

**50% - Total Equalized Assessment**

**Total Cost Allocation**

**Prepared September 30, 2016**

Committee Meeting: November 3, 2016
# 2017/18 “A” List Projects

Full Project List
April 1, 2017 to March 31, 2018

Listed by in priority, by committee

<table>
<thead>
<tr>
<th>CRB = Capital Region Board</th>
<th>SI = Strategic Initiatives</th>
<th>AMC = Advocacy &amp; Monitoring Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LUP = Land Use Committee</td>
<td>GPF = Governance, Priorities, &amp; Finance Committee</td>
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<tr>
<td>TC = Transit Committee</td>
<td>HC = Housing Committee</td>
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## Committee Workplans

<table>
<thead>
<tr>
<th>List</th>
<th># in Priority</th>
<th>Project</th>
<th>Description</th>
<th>Dates/approx. start dates</th>
<th>Rationale for project</th>
<th>Proposed Budget</th>
<th>Strategic Priority</th>
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<tr>
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<td>CRB-2017/18-1</td>
<td>Board Transition/Election</td>
<td>Transition and one day introduction to the CRB after the 2017 municipal election.</td>
<td>2017/18</td>
<td>Help inform newly elected officials about the governance, history, vision, and work of the CRB.</td>
<td>$20,000</td>
<td>2</td>
</tr>
<tr>
<td>A</td>
<td>CRB-2016/17-2</td>
<td>Growth Plan (Update) Monitoring + Performance KPIs</td>
<td>Develop business process to enable the monitoring and reporting of the Growth Plan.</td>
<td>2017/18</td>
<td>An important component of the Growth Plan implementation is monitoring the success of the outcomes of the Plan based on specific measurable policies in the plan. The monitoring and reporting program enables the CRB and regional stakeholders to assess whether the CRGP and its related implementation actions are having the desired effect.</td>
<td>$50,000</td>
<td>3</td>
</tr>
<tr>
<td>A</td>
<td>AMC- 2017/18-1</td>
<td>General Advocacy and Communications</td>
<td>GR: Continuation of Value Add campaign and government relations</td>
<td>2017/18</td>
<td>Materials to support outreach activities: Advocacy retreats and consultation, particularly to inform New Board</td>
<td>$15,000</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>AMC 2017/18-2</td>
<td>Energy Corridors</td>
<td>Advocacy and Implementation</td>
<td>2017/18</td>
<td>Forum and advocacy</td>
<td>$25,000</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: $70,000

| A    | SI-2017/18-1 (Growth Plan Implementation) | 2016 Growth Plan Implementation Tool Kit and Education Sessions | Update existing Toolkit to support the interpretation, and implementation of specific policies within the Growth Plan. | 2017/18 | The success of the GP and the achievement of the Plan Outcomes depend on providing Municipalities different learning tools and resources to support Implementation. | $20,000 | 3 |
| A    | SI -2017/18-2 | Revisiting the Model For Growth | To explore other business models other than land as the currency for growth to | 2017/18 | Opportunity for the Board to consider alternatives to the current model that | $100,000 | 2 |

Subtotal: $40,000
<table>
<thead>
<tr>
<th>(Growth Plan Implementation)</th>
<th>in the Region</th>
<th>manage growth between municipalities.</th>
<th>many be less contentious in nature.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td>$120,000</td>
<td>2</td>
</tr>
<tr>
<td>A</td>
<td>GPF -2017/18-2</td>
<td>Board Governance Structure Review</td>
<td>A review of the Governance Structure upon completion and approval of the Growth Plan 2.0</td>
<td>2017/18</td>
</tr>
<tr>
<td>A</td>
<td>HC-2017/18-1</td>
<td>Regional Housing Plan</td>
<td>Phase 4 of Sub-Regional Planning Framework: The purpose of this project is to develop a regional housing plan; determining its format, prioritization criteria, targets and KPIs to monitor. The regional plan will consolidate sub-regional plans to identify regional housing priorities.</td>
<td>2017/18</td>
</tr>
<tr>
<td>A</td>
<td>HC-2017/18-2</td>
<td>Our Affordable Future: Implementation</td>
<td>Phase 2 of Our Affordable Future: The purpose of the project is to identify priority actions to be carried out by CRB to support implementation.</td>
<td>2017/18</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td>$165,000</td>
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</tr>
<tr>
<td>A</td>
<td>LUP-2017/18-1</td>
<td>Recreation/Open Space/Wildlife Corridors Study</td>
<td>Review the definitions in the Growth Plan; inventory existing corridors; develop framework for future regional master plan; and identify criteria for prioritizing missing linkages.</td>
<td>April 2017</td>
</tr>
<tr>
<td>A</td>
<td>LUP-2017/18-2</td>
<td>Regional Ag Master Plan and Land Evaluation and Site Selection Tool</td>
<td>To develop and implement of a policy framework and tool set to gather the evidence to establish the appropriate approach for preserving and maintaining a stable, predictable supply of prime agricultural land in the region, growing and diversifying the agri-food economy, including development of a value-added strategy, and guiding agriculture- supportive infrastructure</td>
<td>2017/18</td>
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</table>
### Capital Region Board “A” List Projects

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th>Subtotal: $650,000</th>
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</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>TC-2017/18-1</td>
<td>Regional Transit Governance</td>
<td>Building on the 2014 Transit Governance Report and outcome of the Edmonton/St. Albert integrated transit study, review the options for implementing a regional intermunicipal commuter transit system.</td>
<td>April 2017</td>
<td>On going implementation of the Intermunicipal Transit Plan and IRTMP.</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>TC-2017/18-2</td>
<td>Regional HOV – Phase 2</td>
<td>Following on the results of the 2016 HOV Study, review the next step in moving forward with HOV in the Region, including selecting a corridor for a pilot study.</td>
<td>April 2017</td>
<td>On going implementation of Intermunicipal Transit Plan as per Board Mandate.</td>
<td>$125,000</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>TC-2017/18-3</td>
<td>Specialized Transit Cost Benefit Analysis</td>
<td>Following completion of the needs assessments throughout the region, this study will provide the Board with an understanding of the costs and benefits of providing specialized transit to meet the needs of the Region.</td>
<td>April 2017</td>
<td>Ongoing implementation of Intermunicipal Transit Plan as per Board Mandate.</td>
<td>$125,000</td>
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</tbody>
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<table>
<thead>
<tr>
<th></th>
<th>Subtotal: $350,000</th>
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<tbody>
<tr>
<td><strong>A</strong></td>
<td>OPR-2017/18-1</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>OPR-2017/18-2</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>OPR-2017/18-3</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>OPR-2017/18-4</td>
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</table>
## Capital Region Board “A” List Projects

<p>| | | | | |</p>
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>OPR-2017/18-5</td>
<td>Supporting rewrite of the regulation</td>
<td>It is unknown if the Board will be asked to comment during the rewrite of the Regulation.</td>
<td>2017/18</td>
</tr>
<tr>
<td>A</td>
<td>OPR-2017/18-6</td>
<td>Collaborate to Compete</td>
<td>National Symposium co-sponsored by CRB, CRP and Manitoba partnership – creating and leveraging a network of Canadian metropolitan regions to increase competitiveness of our municipalities in a global market place</td>
<td>June 1, 2017 Held in conjunction with FCM National Convention</td>
</tr>
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Subtotal: $80,000

<table>
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<tr>
<th></th>
<th>Committee workplan subtotal:</th>
<th>$1,405,000</th>
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<tbody>
<tr>
<td></td>
<td>Operational subtotal:</td>
<td>$80,000</td>
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<tr>
<td></td>
<td>Total:</td>
<td>$1,485,000</td>
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</table>

*Committee Meeting: November 3, 2016*
## 2017/18 “B” List Projects

Full Forward Planning Project List
April 1, 2017 to March 31, 2018

Listed by in priority, by committee

<table>
<thead>
<tr>
<th>CRB = Capital Region Board</th>
<th>AMC = Advocacy &amp; Monitoring Committee</th>
<th>GPI = Growth Plan Implementation</th>
<th>GPF = Governance, Priorities, &amp; Finance Committee</th>
<th>LUP = Land Use Committee</th>
<th>TC = Transit Committee</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List</th>
<th># in Priority</th>
<th>Project</th>
<th>Description</th>
<th>Dates/approx. start dates</th>
<th>Rationale for project</th>
<th>Proposed Budget</th>
<th>Strategic Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>CRB -2017/18-4</td>
<td>Site Selector</td>
<td>An online tool that helps potential investors choose ideal locations within the capital region in which to locate</td>
<td>2017/18</td>
<td>Support regional economic development by promoting the region to a global market. Allow investors to look at the region as a whole instead of its individual parts. Pending regional economic development.</td>
<td>$50,000 (reduced by $300,000)</td>
<td>4</td>
</tr>
</tbody>
</table>
| B    | CRB -2017/18-5 | Strategic Priority 1: Vision | Develop a vision for the region based on desires and dreams of the region’s municipalities and citizens. (This vision is separate from the Growth Plan Vision) | 2017/18 | The Board identified the need to create a unified vision for the Capital Region in its 2014-2018 Strategic Plan.  

“The Board develops a strong, long term vision for the whole region based on the desires and dreams of the region’s municipalities and citizens.” | $150,000 (reduced by $300,000) | 1 |
| B    | CRB-2017/18-6 | Board Initiatives | A fund used for Board initiatives as they arise. | 2017/18 | Projects arise from Board decisions. This contingency fund allows those projects to proceed, with Board approval. | $100,000 (previous Board initiatives budget: $200,000) | 2 |
| B    | SI -2017/18-4 | Regional Economic Competitive Analysis – to understand the employment base of the region, which may include: | 2017/18 | | $100,000 | 4 |
### Capital Region Board “B” List Projects

<table>
<thead>
<tr>
<th>List</th>
<th># in Priority</th>
<th>Project</th>
<th>Description</th>
<th>Dates/approx. start dates</th>
<th>Rationale for project</th>
<th>Proposed Budget</th>
<th>Strategic Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td></td>
<td>B</td>
<td>employment base of the region</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a. Analysis of the region’s major economic clusters and the structure and location of the region’s major industries; and b. A labour market profile to identify labour gaps, talent deficits and strategies to attract and retain a skilled workforce.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>HC-2017/18-3</td>
<td>Marketing and Awareness Strategy</td>
<td>Develop and implement strategy to challenge misconceptions and promote the individual, community and wider societal benefits of non-market and market affordable housing as being integral to the future and prosperity of the Capital Region.</td>
<td>2017/18</td>
<td>Identified as future work in the 2010 Capital Region Board Housing Plan. Review implementation of the Our Affordable Future Marketing &amp; Communications Program presented in 2012.</td>
<td>$127,000</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>LUP-2017/18-2</td>
<td>Sustainable Development Index – Target Setting</td>
<td>Develop an index to understand the effectiveness of the implementation of the GP through achievement of targets.</td>
<td>April 2017</td>
<td>Building upon the baseline measures established in GP 2.0, develop targets to strive for and measure our progress towards a sustainable region.</td>
<td>$50,000</td>
<td>2</td>
</tr>
</tbody>
</table>

**Subtotal:** $577,000

**Operational**

<table>
<thead>
<tr>
<th>List</th>
<th># in Priority</th>
<th>Project</th>
<th>Description</th>
<th>Dates/approx. start dates</th>
<th>Rationale for project</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>OPR- 2017/18-7</td>
<td>Capital region Board Brand Review</td>
<td>Initial Review of impact on CRB brand, potential integration of GP2.0,</td>
<td>Start September 2017</td>
<td>Modernized MGA, new mandate</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

**Subtotal** $50,000

**Committee workplan subtotal:** $577,000

**Operational subtotal:** $50,000

**Total:** $627,000
Policy G013 – Committee and Task Force Meeting Procedures

Recommended Motion

That the Governance, Priorities & Finance Committee recommend Policy G013 to the Capital Region Board for approval.

Background

At the October 8, 2015 Board meeting an Information Request was created for the following question in regards to Policy G013.

What are the parameters for a meeting held with people off-site (i.e. teleconference or videoconference)

Upon legal consultation it was discovered that the requirements for a Council or Council Committee to conduct a meeting by electronic means are set out in s. 199 of the MGA. While this provision does not apply directly to growth management boards, member municipalities are required to be compliant with this section in all their operations.

Section 199 of the MGA states:

199(1) A council meeting or council committee meeting may be conducted by means of electronic or other communication facilities if

(a) notice is given to the public of the meeting, including the way in which it is to be conducted,

(b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and

(c) the facilities enable all the meeting’s participants to watch or hear each other.

2 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

Clarity was also added to section 9.g. in regards to where a Member’s Notice of Motion falls on a Committee or Task Force agenda.

Attachment:

1. Policy G013 – Committee and Task Force Meeting Procedures Track Changes
2. Policy G013 – Committee and Task Force Meeting Procedures Clean
PURPOSE

To regulate the proceedings of the Capital Region Board committee and task force meetings.

POLICY

The Capital Region Board shall conduct committee and task force meetings efficiently, effectively, and in an orderly manner in accordance with approved guidelines.

GUIDELINES

1. DEFINITIONS

   a. “Act” means the Municipal Government Act, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
   b. “adjourn” used in relation to any meeting means to terminate the meeting;
   c. "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
   d. "member" means a representative of a municipality on a committee or task force;
   e. “Chief Executive Officer” means the Chief Executive Officer of the Capital Region Board;
   f. “CRB” means the Capital Region Board;
   g. "in camera" means the portion of a meeting at which only members of the Capital Region Board, and committee or task force, and other persons specified by the committee or task force Chair may attend;
   h. “meeting” means when members of a decision-making body are invited to discuss matters within their jurisdiction resulting in a decision-making process;
   i. “orders of the day” means a requirement that the Chair return to the pre-determined agenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;
   j. “participating municipality” means a municipality listed in the schedule of the Capital Region Board Regulation;
   k. “point of order” means a demand by a member that the Chair enforce the rules of procedure;
   l. “point of privilege” means a request made to the Chair by a member on any matter related to the rights and privileges of the members and includes:
      i. the comfort of members
      ii. the conduct of CRB Employees or members of the public in attendance at the meeting;
      iii. the accuracy of the reports of the committee or task force proceedings; and
      iv. the reputation of the members;
   m. “postpone” means to delay the consideration of any matter, either:
      i. to later in the meeting;
      ii. to a specified time and/or date;
      iii. until the occurrence of an event; or
      iv. indefinitely;
n. “public meeting” means a meeting a committee or task force at which members of the public may attend and may be invited to make verbal and/or written submissions;
o. “recess” means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
p. “reconsider” means to bring forward for consideration of the committee or task force a motion that has already been brought before, and voted upon, earlier in the same meeting;
q. “refer” means to send a pending motion or agenda item to the Board, committee, task force, or CRB administration for investigation and report;
r. "renew" means to bring forward to a later meeting a previously defeated motion; and
s. “table” means to lay the impending question aside temporarily when something else of immediate urgency has arisen.

2. APPLICATION AND INTERPRETATION
   a. This policy shall apply to all committee and task force meetings of the Capital Region Board.
   b. To the extent that a matter is not dealt with in this policy, committees and task forces shall have regard to Robert’s Rules of Order Newly Revised.
   c. The precedence of the rules governing the procedures of c is:
      i. the Municipal Government Act (Divisions 3 and 4, Part 15.1);
      ii. Capital Region Board Regulation, ALTA. Reg. 38/2012;
      iii. this policy;
      iv. the committee or task force Terms of Reference; and

3. REGULAR OR SPECIAL MEETINGS
   a. Date and time for meetings will be determined by the Chair and the Chief Executive Officer.
   b. All meetings will be open to members of the public except for the in camera portion of the meeting.
   c. Any meeting conducted with electronic means will be compliant with Section 199 of the Act.
   d. Quorum will include all members attending in person or via electronic means.
      i. If quorum is lost during a meeting due to a technical difficulty then the meeting will automatically be adjourned and all remaining items will be postponed until the next scheduled meeting.
   e. In camera items shall not be discussed through electronic means.
   f. Meetings will not be voice recorded.

4. SEATING
   a. The seats of members shall be chosen by Capital Region Board administration.

5. QUORUM
   a. Quorum is defined as fifty percent plus one of standing membership.
   b. A committee or task force member, who is attending a committee or task force meeting from a remote location, counts toward quorum.

6. DUTIES OF OFFICIALS
   a. The Chair shall:
      i. open and adjourn meetings;
      ii. chair meetings;
      iii. preserve order and decorum in meetings;
      iv. rule on all questions of procedure;
v. ensure that each member who wishes to speak on a debatable motion is granted the opportunity to do so;
vi. determine the speaking order when two or more members or others wish to speak; and
vii. decides who, aside from members of, may address the committee or task force.
viii. have voting rights as a member representing their municipality.

b. The Vice-Chair shall chair meetings when the Chair is absent or unable to act as Chair and shall have all the powers and responsibilities of the Chair under this policy during the absence or incapacity of the Chair. The Vice-Chair has voting rights as a member representing his/her municipality.

c. The Chief Executive Officer or his/her delegate shall, subject to Division 3 and 4, Part 15.1 of the Municipal Government Act and the Capital Region Board Regulation:
i. provide information and advice with respect to the operation of the CRB;
ii. when requested, provide information and advice to the Chair on procedural matters in meetings;
iii. ensure all minutes of the meetings are recorded and provide secretariat functions for meetings;
iv. receive recommendations for resolutions and make them available to each member; and
v. review proposed policies to ensure compliance with this policy and to advise of the existence of complementary and conflicting provisions in other policies.

7. CONDUCT AT MEETINGS

a. Agenda
i. The proposed agenda for each meeting shall be established by the Chair with support from the Chief Executive Officer or his/her delegate.
ii. The proposed agenda shall include:
   I. all recommendations for resolutions received in accordance with 9.a.i
   II. all matters scheduled to that meeting by prior resolution of the committee or task force; and
   III. such other items of business as determined by the Chair.
iii. In establishing the agenda, the Chair may establish a specific time for the introduction of and debate on any agenda item.
iv. The first order of business at any meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that the committee or task force may approve.
v. The order of business at a meeting shall be the order of the items on the adopted agenda.
vi. After adoption of the agenda, the committee or task force may alter the order of the items on the agenda, by vote or consensus, for convenience of the meeting.

b. Rules Governing Debate
i. A motion must be made by a member before the committee or task force can debate an item.
ii. A seconder to a motion is not required.
iii. All discussion at a meeting shall be directed through the Chair.
iv. A member who has made a motion may speak either in favour of, or in opposition to, the motion.
v. Notwithstanding 7.b.iv:
   I. a member may ask questions of the CRB administration or other members on any motion or amendment to a motion;
   II. a member may speak to answer questions put by other members; and
   III. a member who has made a motion may speak last to close the debate.
vi. The Chair may participate in debate on any matter before the committee or task force by relinquishing the chair.
vii. The Chair may make a motion on any matter on the agenda but before doing so the Chair must relinquish the chair to the Vice-Chair until the vote on the motion has been taken.
viii. A member who is speaking may be interrupted by the Chair if:
   I. the member speaking is out of order; or
   II. the matter being addressed by the member speaking is outside the jurisdiction of the
       committee or task force.

ix. A member who is speaking may only be interrupted by another member on:
   I. a point of privilege; or
   II. a point of order.

x. The member who is speaking when a point of order or privilege is raised shall cease speaking
   immediately.

xi. The Chair may grant permission:
   I. to the member raising the point to explain the point briefly; and
   II. to the member who was speaking to respond briefly; but otherwise a point of order or
       privilege is not debatable or amendable.

xii. The Chair must rule on a point of order or privilege and no vote will be taken unless there is a
    challenge by a member to the ruling.

xiii. The Chair may seek advice from the Chief Executive Officer on a point of order or privilege or to
      determine whether a matter is within the jurisdiction of the committee or task force.

xiv. Items that are on the agenda and do not have a recommended motion may be discussed by the
     committee or task force at the discretion of the Chair.

c. Challenging the Ruling of the Chair
   i. Any member may challenge the ruling of the Chair on a point of order or privilege and state the
      terms of the challenge.
   ii. When there is a challenge to the ruling of the Chair, all further debate shall cease until the
       challenge has been dealt with.
   iii. If a ruling of the Chair is challenged, the Chair shall briefly state the reasons for the Chair’s ruling
       and then put the question to the committee or task force.
   iv. The committee or task force shall decide the challenge, by vote, without debate.
   v. The decision of the committee or task force on the challenge is final.
   vi. If the Chair refuses to put the challenge to the committee or task force, the committee or task
       force may request that the Vice-Chair assume the chair in order that the challenge to the Chair's
       ruling can be put to the committee or task force in accordance with the provisions herein. The
       result of the vote is as binding as if conducted under the Chair or Interim Chair and the Chair or
       Interim Chair shall abide by the result.

8. MAINTAINING ORDER IN COMMITTEE OR TASK FORCE MEETINGS

a. Order in Committee or Task Force Meetings – Members
   i. The Chair or Interim Chair may call to order any member of the committee or task force who is
      out of order.
   ii. A member of the committee or task force who is called to order must cease talking or otherwise
       engaging in the activity specified by the Chair or Interim Chair in the call to order.
   iii. When a committee or task force Member has been called to order but persists in breaching the
       order of the committee or task force, the Chair or Interim Chair may name the member and
       declare the offence.
   iv. The Chief Executive Officer shall ensure the offence is noted in the minutes.
   v. If a member of the committee or task force who has been named apologizes to the committee or
      task force and withdraws the offensive statement or action, then the Chair or Interim Chair may
      direct that the notation of the offence be removed from the minutes.
vi. A committee or task force member who is called to order or named may immediately thereafter challenge the ruling of the Chair or Interim Chair and state the terms of the challenge.

vii. When there is a challenge to the ruling of the Chair or Interim Chair, all further debate shall cease until the challenge has been dealt with by the committee or task force. A challenge of the Chair’s or Interim Chair’s ruling shall follow those procedures outlined herein.

b. Order in Committee or Task Force Meetings – The Public
i. Only committee or task force members, the Chief Executive Officer, and those individuals authorized by the Chief Executive Officer may be present on the floor of the meeting.
ii. A person not listed in section 8.b.i may be present on the floor of the committee or task force meeting if that person has first received the approval of the Chair or Interim Chair.
iii. The Chief Executive Officer or an employee or consultant authorized by the Chief Executive Officer may address the committee or task force from the floor of the committee or task force meeting, if recognized by the Chair or Interim Chair.
iv. A person not listed in 8.b.i may address the committee or task force from the public gallery with permission of the Chair or Interim Chair. A member may, through the Chair or Interim Chair, request permission for an employee of that municipality to address the committee or task force.
v. No person present in the public gallery or on the floor of the meeting shall cause any disturbance, interrupt any speaker or interfere with the action of the committee or task force.
v. The Chair or Interim Chair may call to order any person on the floor or in the public gallery who has created a disturbance and may expel that person from the committee or task force meeting.

9. RULES FOR MOTIONS

a. Motions
i. A motion must be made prior to a vote occurring.
v. A recommendation in a report is not a motion until a member moves it.
vi. The committee or task force shall consider only one motion at a time.
vii. After a motion has been moved, it may not be withdrawn without the consent of the committee or task force.

viii. The following motions are not debatable by the committee or task force:
I. to raise a point of privilege;
II. to call for orders of the day;
III. to raise a point of order;
IV. to withdraw a motion;
V. to recess or adjourn the meeting;
VI. to challenge a ruling of the chair; or
VII. to table a motion.

ix. When a motion has been made and is being considered, no member may make any other motion except:
I. as set out in 9.a.v;
II. to amend the motion;
III. to refer the main motion to the CRB administration, a committee, task force, or some other person or group for consideration; or
IV. to postpone consideration of the motion.

x. Motions shall have precedence in accordance with the order that they are listed in 9.a.viii and then in 9.a.ix(2), 9.a.ix(3) and 9.a.ix(4).

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   I. the committee or task force member who wishes to have the Committee or task force renew a motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate; and
   II. the committee or task force grants leave to a committee or task force member to introduce a motion calling on the committee or task force to renew the motion.

xiv. If a motion succeeds, a committee or task force member may introduce a motion calling on the committee or task force to rescind the motion or amend a motion previously adopted provided that the committee or task force member sets out in writing what special or exceptional circumstances warrant further debate.

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b. Amendments to Motions
   i. A committee or task force member who moved a motion may not move an amendment to it.
   ii. Any committee or task force member, other than the committee or task force member who moved the main motion, may move to amend a motion.
   iii. The committee or task force member who moved the main motion may move an amendment to the amendment.
   iv. The Chair or Interim Chair shall allow only:
      1. one amendment to the main motion; and
      2. one amendment to the amendment to be advanced and considered at a time.
   v. The committee or task force must vote:
      1. on an amendment to the amendment, if any, before voting on the amendment; and
      2. on any amendment before voting on the main motion.
   vi. When an amendment is on the floor, the committee or task force may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.
   vii. The Chair or Interim Chair shall not put the main motion under debate to a vote until all amendments to it have been put to a vote of the committee or task force.
   viii. Once all amendments to the main motion have been voted on, the Chair or Interim Chair shall put forth the main motion under debate to the committee or task force for a vote, incorporating the amendments that have been passed by the committee or task force.
   ix. Notwithstanding anything in this section, a committee or task force member who has moved a motion may restate the motion to include a proposed amendment if no other committee or task force member objects.

c. Motions to Refer
   i. Any committee or task force member may move to refer any main motion, and any pending amendments, to a committee or task force or the CRB administration for investigation and report.
   ii. A motion to refer:
      1. is debatable;
2. precludes any further amendment to the main motion, until the motion to refer has been addressed by the committee or task force; and
3. shall include instructions indicating, who the receiving body is, what the receiving body is to do and the date by which the committee or task force requires a response.

iii. The Chair or Interim Chair shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.

iv. Once the receiving body commences its deliberations, the receiving body may recommend for adoption any amendment to the resolution so referred without regard to any amendments considered by the committee or task force prior to the referral. The resolution proposed by the receiving body shall be as if introduced to the committee or task force for the first time and the committee or task force shall be free to consider any amendment to it.

d. Splitting a Motion
i. When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a committee or task force member may request that the motion be split into parts so that each part may be voted upon individually.

ii. A committee or task force member who requests that a motion be split into parts may reword the parts so that the syntactical integrity of each part is maintained, but in doing so shall not change the intent of each part.

iii. The Chief Executive Officer may, on the request of the Chair or Interim Chair, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by the committee or task force.

e. Tabling Motions
i. A motion may be tabled by a vote of the committee or task force.

ii. A motion to table:
1. includes all other motions; and
2. takes precedence over any other motion connected with the motion being tabled.

iii. A motion that has been tabled may be raised from the table at any time by a vote of the committee or task force.

iv. If a motion to raise a motion from the table is defeated, it may only be made again after the committee or task force has addressed some other matter or business.

v. When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.

vi. A motion fails if it is not raised from the table within one year of being tabled.

viii. A motion to table such determination to another meeting is not permitted. If the committee or task force is unable to make a determination and additional information is necessary to duly make the decision, the committee or task force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.

f. Postponing Motions
i. A motion may be postponed:
1. to later in the meeting to enable the committee or task force to deal with other more pressing matters; or
2. to a specified time and/or date; or
3. until the occurrence of an event; or
4. indefinitely.

ii. A motion to postpone:
1. includes the motion being postponed and all connected amendments; and
2. takes precedence over any other motion connected with the motion being postponed.
ix. A motion that has been postponed under 9.f.i(1) or 9.f.i(4) may be considered at any time by a vote of the committee or task force.

x. If a motion to consider a postponed motion is defeated, it may only be made again after the committee or task force has addressed some other matter or business.

xi. When a motion that has been postponed is brought back to the committee or task force, it is brought back with all motions connected with it, exactly as it was when postponed.

xii. If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.

xiii. A motion to postpone such determination to another meeting is not permitted. If the committee or task force is unable to make a determination and additional information is necessary to duly make the decision, the committee or task force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.

g Notice of Motion
i. Prior to the committee or task force adjourning a committee or task force meeting, committee or task force members will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the Chief Executive Officer with a written copy of the notice.

ii. A notice of motion given at a committee or task force meeting will automatically appear on the agenda of the next regular committee or task force meeting unless otherwise directed or agreed upon by the Chair/Interim Chair or Chief Executive Officer or the Notice Provider.

iii. A notice of motion shall come after committee business unless moved as per section 7.a.vi.

iv. A motion for notice is not debatable until a committee or task force member moves the motion.

10. VOTING
a. Subject to the committee or task force terms of reference, each member has one vote.

b. A motion will be carried when a motion is supported by quorum.

c. A committee or task force member may request a vote be recorded any time before the vote is taken.

d. When a vote is recorded, the minutes must indicate which committee or task force member requested the recorded vote and list the municipalities voting for or against the motion. Additionally, those municipalities that are absent will be recorded in the minutes even though their vote is recorded in favour.

11. INFORMATION REQUESTS
a. A committee or task force member wishing to make an information request of CRB administration shall present it to the committee or task force at the appropriate time on the agenda of a regular committee or task force meeting.

b. If the Chief Executive Officer is unable to answer the information request at the meeting, the Chief Executive Officer will forward the request to the appropriate entity for a response.

c. Information Requests will appear on a subsequent agenda.

d. If the Chief Executive Officer determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the Freedom of Information and Protection of Privacy Act, the Chief Executive Officer shall file a response with the committee or task force stating the reasons for withholding the information.
e. If the Chief Executive Officer determines that the time and cost of compiling the information will be considerable, the Chief Executive Officer shall request a resolution of the committee or task force to approve the request either at the same meeting or a future meeting.

f. If a committee or task force member who has made an information request wishes to withdraw the request, that committee or task force member shall so inform the committee or task force.

12. ADJOURNING THE MEETING

a. When the Chair or Interim Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair or Interim Chair may adjourn or request a motion to adjourn the meeting.

b. Any committee or task force member may move to adjourn the meeting at any time.

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Nolan Crouse, Board Chair

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### Document Tracking

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Comments</th>
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<tbody>
<tr>
<td>July 28, 2015</td>
<td>Update</td>
<td>Fixed technical errors; clarified Section 10. Voting; defined meeting as per legal advice, remote attendance added, clarity regarding notice of motions</td>
</tr>
<tr>
<td>September 14, 2015</td>
<td>Update</td>
<td>Copy edits and clarification re: <em>in camera</em></td>
</tr>
<tr>
<td>September 21, 2015</td>
<td>GPF amendment</td>
<td>Add “unanimous” to Section 2 (d)</td>
</tr>
<tr>
<td>October 15, 2015</td>
<td>Board amendment</td>
<td>Removed Section 2 (d)</td>
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<tr>
<td><strong>August 30, 2016</strong></td>
<td>Amendment</td>
<td>Created linkage to the MGA regarding electronic meetings. Created clarity regarding where a notice of motion is placed on an agenda.</td>
</tr>
<tr>
<td><strong>September 30, 2016</strong></td>
<td>Amendment</td>
<td>Provided further clarity regarding a meeting conducted with electronic means.</td>
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PURPOSE

To regulate the proceedings of the Capital Region Board committee and task force meetings.

POLICY

The Capital Region Board shall conduct committee and task force meetings efficiently, effectively, and in an orderly manner in accordance with approved guidelines.

GUIDELINES

1. DEFINITIONS

   a. “Act” means the Municipal Government Act, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
   b. “adjourn” used in relation to any meeting means to terminate the meeting;
   c. "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
   d. "member" means a representative of a municipality on a committee or task force;
   e. “Chief Executive Officer” means the Chief Executive Officer of the Capital Region Board;
   f. “CRB” means the Capital Region Board;
   g. "in camera" means the portion of a meeting at which only members of the Capital Region Board, and committee or task force, and other persons specified by the committee or task force Chair may attend;
   h. “meeting” means when members of a decision-making body are invited to discuss matters within their jurisdiction resulting in a decision-making process;
   i. “orders of the day” means a requirement that the Chair return to the pre-determined agenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;
   j. “participating municipality” means a municipality listed in the schedule of the Capital Region Board Regulation;
   k. “point of order” means a demand by a member that the Chair enforce the rules of procedure;
   l. “point of privilege” means a request made to the Chair by a member on any matter related to the rights and privileges of the members and includes:
      i. the comfort of members
      ii. the conduct of CRB Employees or members of the public in attendance at the meeting;
      iii. the accuracy of the reports of the committee or task force proceedings; and
      iv. the reputation of the members;
   m. “postpone” means to delay the consideration of any matter, either:
      i. to later in the meeting;
      ii. to a specified time and/or date;
      iii. until the occurrence of an event; or
      iv. indefinitely;
n. “public meeting” means a meeting a committee or task force at which members of the public may attend and may be invited to make verbal and/or written submissions;
o. “recess” means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
p. "reconsider" means to bring forward for consideration of the committee or task force a motion that has already been brought before, and voted upon, earlier in the same meeting;
q. “refer” means to send a pending motion or agenda item to the Board, committee, task force, or CRB administration for investigation and report;
r. "renew" means to bring forward to a later meeting a previously defeated motion; and
s. "table" means to lay the impending question aside temporarily when something else of immediate urgency has arisen.

2. APPLICATION AND INTERPRETATION

a. This policy shall apply to all committee and task force meetings of the Capital Region Board.
b. To the extent that a matter is not dealt with in this policy, committees and task forces shall have regard to Robert’s Rules of Order Newly Revised.
c. The precedence of the rules governing the procedures of c is:
   i. the Municipal Government Act (Divisions 3 and 4, Part 15.1);
   ii. Capital Region Board Regulation, ALTA. Reg. 38/2012;
   iii. this policy;
   iv. the committee or task force Terms of Reference; and

3. REGULAR OR SPECIAL MEETINGS

a. Date and time for meetings will be determined by the Chair and the Chief Executive Officer.
b. All meetings will be open to members of the public except for the in camera portion of the meeting.
c. Any meeting conducted with electronic means will be compliant with Section 199 of the Act.
d. Quorum will include all members attending in person or via electronic means.
   i. If quorum is lost during a meeting due to a technical difficulty then the meeting will automatically be adjourned and all remaining items will be postponed until the next scheduled meeting.
e. In camera items shall not be discussed through electronic means.
f. Meetings will not be voice recorded.

4. SEATING

a. The seats of members shall be chosen by Capital Region Board administration.

5. QUORUM

a. Quorum is defined as fifty percent plus one of standing membership.
b. A committee or task force member, who is attending a committee or task force meeting from a remote location, counts toward quorum.

6. DUTIES OF OFFICIALS

a. The Chair shall:
   i. open and adjourn meetings;
   ii. chair meetings;
   iii. preserve order and decorum in meetings;
   iv. rule on all questions of procedure;
v. ensure that each member who wishes to speak on a debatable motion is granted the opportunity to do so;
vi. determine the speaking order when two or more members or others wish to speak; and
vii. decides who, aside from members of, may address the committee or task force.
viii. have voting rights as a member representing their municipality.

b. The Vice-Chair shall chair meetings when the Chair is absent or unable to act as Chair and shall have all the powers and responsibilities of the Chair under this policy during the absence or incapacity of the Chair. The Vice-Chair has voting rights as a member representing his/her municipality.

c. The Chief Executive Officer or his/her delegate shall, subject to Division 3 and 4, Part 15.1 of the Municipal Government Act and the Capital Region Board Regulation:
i. provide information and advice with respect to the operation of the CRB;
ii. when requested, provide information and advice to the Chair on procedural matters in meetings;
iii. ensure all minutes of the meetings are recorded and provide secretariat functions for meetings;
iv. receive recommendations for resolutions and make them available to each member; and
v. review proposed policies to ensure compliance with this policy and to advise of the existence of complementary and conflicting provisions in other policies.

7. CONDUCT AT MEETINGS

a. Agenda
i. The proposed agenda for each meeting shall be established by the Chair with support from the Chief Executive Officer or his/her delegate.
ii. The proposed agenda shall include:
   I. all recommendations for resolutions received in accordance with 9.a.i
   II. all matters scheduled to that meeting by prior resolution of the committee or task force; and
   III. such other items of business as determined by the Chair.
iii. In establishing the agenda, the Chair may establish a specific time for the introduction of and debate on any agenda item.
iv. The first order of business at any meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that the committee or task force may approve.
v. The order of business at a meeting shall be the order of the items on the adopted agenda.
vi. After adoption of the agenda, the committee or task force may alter the order of the items on the agenda, by vote or consensus, for convenience of the meeting.

b. Rules Governing Debate
i. A motion must be made by a member before the committee or task force can debate an item.
ii. A seconder to a motion is not required.
iii. All discussion at a meeting shall be directed through the Chair.
iv. A member who has made a motion may speak either in favour of, or in opposition to, the motion.
v. Notwithstanding 7.b.iv:
   I. a member may ask questions of the CRB administration or other members on any motion or amendment to a motion;
   II. a member may speak to answer questions put by other members; and
   III. a member who has made a motion may speak last to close the debate.
vi. The Chair may participate in debate on any matter before the committee or task force by relinquishing the chair.
vii. The Chair may make a motion on any matter on the agenda but before doing so the Chair must relinquish the chair to the Vice-Chair until the vote on the motion has been taken.
viii. A member who is speaking may be interrupted by the Chair if:
   I. the member speaking is out of order; or
   II. the matter being addressed by the member speaking is outside the jurisdiction of the committee or task force.

ix. A member who is speaking may only be interrupted by another member on:
   I. a point of privilege; or
   II. a point of order.

x. The member who is speaking when a point of order or privilege is raised shall cease speaking immediately.

xi. The Chair may grant permission:
   I. to the member raising the point to explain the point briefly; and
   II. to the member who was speaking to respond briefly; but otherwise a point of order or privilege is not debatable or amendable.

xii. The Chair must rule on a point of order or privilege and no vote will be taken unless there is a challenge by a member to the ruling.

xiii. The Chair may seek advice from the Chief Executive Officer on a point of order or privilege or to determine whether a matter is within the jurisdiction of the committee or task force.

xiv. Items that are on the agenda and do not have a recommended motion may be discussed by the committee or task force at the discretion of the Chair.

c. Challenging the Ruling of the Chair
   i. Any member may challenge the ruling of the Chair on a point of order or privilege and state the terms of the challenge.
   ii. When there is a challenge to the ruling of the Chair, all further debate shall cease until the challenge has been dealt with.
   iii. If a ruling of the Chair is challenged, the Chair shall briefly state the reasons for the Chair's ruling and then put the question to the committee or task force.
   iv. The committee or task force shall decide the challenge, by vote, without debate.
   v. The decision of the committee or task force on the challenge is final.
   vi. If the Chair refuses to put the challenge to the committee or task force, the committee or task force may request that the Vice-Chair assume the chair in order that the challenge to the Chair's ruling can be put to the committee or task force in accordance with the provisions herein. The result of the vote is as binding as if conducted under the Chair or Interim Chair and the Chair or Interim Chair shall abide by the result.

8. MAINTAINING ORDER IN COMMITTEE OR TASK FORCE MEETINGS

a. Order in Committee or Task Force Meetings – Members
   i. The Chair or Interim Chair may call to order any member of the committee or task force who is out of order.
   ii. A member of the committee or task force who is called to order must cease talking or otherwise engaging in the activity specified by the Chair or Interim Chair in the call to order.
   iii. When a committee or task force Member has been called to order but persists in breaching the order of the committee or task force, the Chair or Interim Chair may name the member and declare the offence.
   iv. The Chief Executive Officer shall ensure the offence is noted in the minutes.
   v. If a member of the committee or task force who has been named apologizes to the committee or task force and withdraws the offensive statement or action, then the Chair or Interim Chair may direct that the notation of the offence be removed from the minutes.
vi. A committee or task force member who is called to order or named may immediately thereafter challenge the ruling of the Chair or Interim Chair and state the terms of the challenge.

vii. When there is a challenge to the ruling of the Chair or Interim Chair, all further debate shall cease until the challenge has been dealt with by the committee or task force. A challenge of the Chair’s or Interim Chair’s ruling shall follow those procedures outlined herein.

b. Order in Committee or Task Force Meetings – The Public
   i. Only committee or task force members, the Chief Executive Officer, and those individuals authorized by the Chief Executive Officer may be present on the floor of the meeting.
   ii. A person not listed in section 8.b.i may be present on the floor of the committee or task force meeting if that person has first received the approval of the Chair or Interim Chair.
   iii. The Chief Executive Officer or an employee or consultant authorized by the Chief Executive Officer may address the committee or task force from the floor of the committee or task force meeting, if recognized by the Chair or Interim Chair.
   iv. A person not listed in 8.b.i may address the committee or task force from the public gallery with permission of the Chair or Interim Chair. A member may, through the Chair or Interim Chair, request permission for an employee of that municipality to address the committee or task force.
   v. No person present in the public gallery or on the floor of the meeting shall cause any disturbance, interrupt any speaker or interfere with the action of the committee or task force.
   vi. The Chair or Interim Chair may call to order any person on the floor or in the public gallery who has created a disturbance and may expel that person from the committee or task force meeting.

9. RULES FOR MOTIONS
   a. Motions
      i. A motion must be made prior to a vote occurring.
      v. A recommendation in a report is not a motion until a member moves it.
      vi. The committee or task force shall consider only one motion at a time.
      vii. After a motion has been moved, it may not be withdrawn without the consent of the committee or task force.
      viii. The following motions are not debatable by the committee or task force:
           I. to raise a point of privilege;
           II. to call for orders of the day;
           III. to raise a point of order;
           IV. to withdraw a motion;
           V. to recess or adjourn the meeting;
           VI. to challenge a ruling of the chair; or
           VII. to table a motion.
      ix. When a motion has been made and is being considered, no member may make any other motion except:
           I. as set out in 9.a.v;
           II. to amend the motion;
           III. to refer the main motion to the CRB administration, a committee, task force, or some other person or group for consideration; or
           IV. to postpone consideration of the motion.
      x. Motions shall have precedence in accordance with the order that they are listed in 9.a.viii and then in 9.a.ix(2), 9.a.ix(3) and 9.a.ix(4).
      xi. If a motion is voted on by the committee or task force, a committee or task force member who voted on the prevailing side may move, at the same meeting or continuation thereof, that the vote be reconsidered, provided that the vote has not caused an irrevocable action.
xii. If a motion fails, the same motion shall not be renewed unless one year has passed since the date that the motion was defeated.

xiii. Notwithstanding 9.a.xi, if a motion is defeated, a committee or task force member may introduce a motion calling on the committee or task force to renew the motion if:

I. the committee or task force member who wishes to have the Committee or task force renew a motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate; and

II. the committee or task force grants leave to a committee or task force member to introduce a motion calling on the committee or task force to renew the motion.

xiv. If a motion succeeds, a committee or task force member may introduce a motion calling on the committee or task force to rescind the motion or amend a motion previously adopted provided that the committee or task force member sets out in writing what special or exceptional circumstances warrant further debate.

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iv. The Chair or Interim Chair shall allow only:

1. one amendment to the main motion; and

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1. on an amendment to the amendment, if any, before voting on the amendment; and

2. on any amendment before voting on the main motion.

vi. When an amendment is on the floor, the committee or task force may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.

vii. The Chair or Interim Chair shall not put the main motion under debate to a vote until all amendments to it have been put to a vote of the committee or task force.

viii. Once all amendments to the main motion have been voted on, the Chair or Interim Chair shall put forth the main motion under debate to the committee or task force for a vote, incorporating the amendments that have been passed by the committee or task force.

ix. Notwithstanding anything in this section, a committee or task force member who has moved a motion may restate the motion to include a proposed amendment if no other committee or task force member objects.

c. Motions to Refer

i. Any committee or task force member may move to refer any main motion, and any pending amendments, to a committee or task force or the CRB administration for investigation and report.

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1. is debatable;
2. precludes any further amendment to the main motion, until the motion to refer has been addressed by the committee or task force; and
3. shall include instructions indicating, who the receiving body is, what the receiving body is to do and the date by which the committee or task force requires a response.

   iii. The Chair or Interim Chair shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.

   iv. Once the receiving body commences its deliberations, the receiving body may recommend for adoption any amendment to the resolution so referred without regard to any amendments considered by the committee or task force prior to the referral. The resolution proposed by the receiving body shall be as if introduced to the committee or task force for the first time and the committee or task force shall be free to consider any amendment to it.

d. Splitting a Motion
   i. When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a committee or task force member may request that the motion be split into parts so that each part may be voted upon individually.

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   i. A motion may be tabled by a vote of the committee or task force.

   ii. A motion to table:
      1. includes all other motions; and
      2. takes precedence over any other motion connected with the motion being tabled.

   iii. A motion that has been tabled may be raised from the table at any time by a vote of the committee or task force.

   iv. If a motion to raise a motion from the table is defeated, it may only be made again after the committee or task force has addressed some other matter or business.

   v. When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.

   vi. A motion fails if it is not raised from the table within one year of being tabled.

   vii. A motion to table such determination to another meeting is not permitted. If the committee or task force is unable to make a determination and additional information is necessary to duly make the decision, the committee or task force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.

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f. Postponing Motions
   i. A motion may be postponed:
      1. to later in the meeting to enable the committee or task force to deal with other more pressing matters; or
      2. to a specified time and/or date; or
      3. until the occurrence of an event; or
      4. indefinitely.

   ii. A motion to postpone:
      1. includes the motion being postponed and all connected amendments; and
2. takes precedence over any other motion connected with the motion being postponed.

ix. A motion that has been postponed under 9.f.i(1) or 9.f.i(4) may be considered at any time by a vote of the committee or task force.

x. If a motion to consider a postponed motion is defeated, it may only be made again after the committee or task force has addressed some other matter or business.

xi. When a motion that has been postponed is brought back to the committee or task force, it is brought back with all motions connected with it, exactly as it was when postponed.

xii. If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.

xiii. A motion to postpone such determination to another meeting is not permitted. If the committee or task force is unable to make a determination and additional information is necessary to duly make the decision, the committee or task force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.

**g Notice of Motion**

i. Prior to the committee or task force adjourning a committee or task force meeting, committee or task force members will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the Chief Executive Officer with a written copy of the notice.

ii. A notice of motion given at a committee or task force meeting will automatically appear on the agenda of the next regular committee or task force meeting unless otherwise directed or agreed upon by the Chair/Interim Chair or Chief Executive Officer or the Notice Provider.

iii. A notice of motion shall come after committee business unless moved as per section 7.a.vi.

iv. A motion for notice is not debatable until a committee or task force member moves the motion.

**10. VOTING**

a. Subject to the committee or task force terms of reference, each member has one vote.

b. A motion will be carried when a motion is supported by quorum.

c. A committee or task force member may request a vote be recorded any time before the vote is taken.

d. When a vote is recorded, the minutes must indicate which committee or task force member requested the recorded vote and list the municipalities voting for or against the motion. Additionally, those municipalities that are absent will be recorded in the minutes even though their vote is recorded in favour.

**11. INFORMATION REQUESTS**

a. A committee or task force member wishing to make an information request of CRB administration shall present it to the committee or task force at the appropriate time on the agenda of a regular committee or task force meeting.

b. If the Chief Executive Officer is unable to answer the information request at the meeting, the Chief Executive Officer will forward the request to the appropriate entity for a response.

c. Information Requests will appear on a subsequent agenda.

d. If the Chief Executive Officer determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the Freedom of Information and Protection of Privacy Act, the Chief Executive Officer shall file a response with the committee or task force stating the reasons for withholding the information.
e. If the Chief Executive Officer determines that the time and cost of compiling the information will be considerable, the Chief Executive Officer shall request a resolution of the committee or task force to approve the request either at the same meeting or a future meeting.

f. If a committee or task force member who has made an information request wishes to withdraw the request, that committee or task force member shall so inform the committee or task force.

12. ADJOURNING THE MEETING

a. When the Chair or Interim Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair or Interim Chair may adjourn or request a motion to adjourn the meeting.

b. Any committee or task force member may move to adjourn the meeting at any time.

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 28, 2015</td>
<td>Update</td>
<td>Fixed technical errors; clarified Section 10. Voting; defined meeting as per legal advice, remote attendance added, clarity regarding notice of motions</td>
</tr>
<tr>
<td>September 14, 2015</td>
<td>Update</td>
<td>Copy edits and clarification re: in camera</td>
</tr>
<tr>
<td>September 21, 2015</td>
<td>GPF amendment</td>
<td>Add “unanimous” to Section 2 (d)</td>
</tr>
<tr>
<td>October 15, 2015</td>
<td>Board amendment</td>
<td>Removed Section 2 (d)</td>
</tr>
<tr>
<td>August 30, 2016</td>
<td>Amendment</td>
<td>Created linkage to the MGA regarding electronic meetings. Created clarity regarding where a notice of motion is placed on an agenda.</td>
</tr>
<tr>
<td>September 30, 2016</td>
<td>Amendment</td>
<td>Provided further clarity regarding a meeting conducted with electronic means.</td>
</tr>
</tbody>
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