Meeting Agenda
February 13, 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 14, 2013

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

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

6. Other Business
   a. St. Albert Motions - Revise CRB Administrative Procedures for the Regional Evaluation Framework
      
      **Motion:** That the CRB CEO revise the May 9, 2013 “CRB Administrative Procedure for the Regional Evaluation Framework”, by including clarification in the following 4 areas:

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

      2. The best professional advice shall be provided to the Applicant by staff in writing. At this stage there shall be no consultant yet engaged by the CRB.

      3. Once the Step # 3 is achieved titled “Application Deemed Complete”, there shall be no further advice given by CRB staff, CRB consultants and no changes made to the application whatsoever.

      4. By sending the “Deemed Complete” email that action clarifies what the final document is that is to be evaluated. Clarification may be sought but no changes are allowed whatsoever to the documents from this point forward until a decision is made by the CRB.
b. Regional Evaluation Framework (Ministerial Order L:270/10) Amendment

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

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

d. CRB Policy A001 – Email Distribution Lists

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

e. Spruce Grove – Economic Development Committee

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

7. Administrative Items

a. CEO’s update
   i. Committee Structure update
   ii. Status of Growth Plan update
   iii. Strategic Planning – next steps
   iv. Update on Population & Employment

b. December Quarterly Financial Statement

8. Committee Minutes

a. 2013 Committee Minutes

   **Motion:** That the Capital Region Board accept the 2013 Committees’ Minutes.

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

9. Adjournment
Minutes of a meeting of
the Capital Region Board
held at Fairmont MacDonald, Empire Ballroom
on Thursday, November 14, 2013

Delegates in Attendance:
Mayor Nolan Crouse – St. Albert/Chair
Mayor Camille Berube – Beaumont
Mayor Bill Skinner – Town of Lamont
Mayor Roxanne Carr – Strathcona County
Mayor Don Iveson – Edmonton
Mayor Gale Katchur – Fort Saskatchewan
Mayor Lisa Holmes - Morinville
Mayor Fred Lindsay – Wabamun
Councillor Tanni Doblanko – Leduc County
Mayor Mel Smith – Redwater
Mayor William Choy – Stony Plain
Mayor Ralph van Assen - Warburg
Mayor Randy Boyd – Bon Accord

Councillor Sandy Koroll - Devon
Mayor Stuart Houston – Spruce Grove
Mayor Doug Horner - Gibbons
Mayor Barry Rasch - Thorsby
Mayor Karl Hauch - Bruderheim
Mayor Rodney Shaigec – Parkland County
Mayor Ken Baril - Legal
Mayor Tom Flynn – Sturgeon County
Mayor Greg Krischke – City of Leduc
Mayor Don Faulkner - Calmar
Councillor Daniel Warawa – Lamont County
Ivan Moore – Government of Alberta

Absent:
None.

CRB Administration:
Doug Lagore, Chief Executive Officer
Sharon Shuya, Project Manager
Neal Sarnecki, Project Manager
Brendan Pinches, Project Manager

Charlene Chauvette, Office Manager
Stephanie Chai, Planning Intern
Courtney Andrews, Executive Assistant
Allyson Jacques, Administrative Assistant
Open to Public

1. **Call to Order**
   Called to order at 9:50 a.m.

2. **Roundtable – self introductions**

3. **CEO**
   a. **Selection of CRB Chair**
      
      Doug Lagore, CEO, called for nominations from the floor three times.

      **Moved by:** Mayor Boyd

      **Motion:** That the nominations for CRB Chair cease.

      **Motion carried unanimously.**

      The single nominee, Mayor Nolan Crouse was acclaimed as Chair of the CRB.

4. **Chair’s Opening Remarks**
   Mayor Crouse thanked members for their support as Chair of the CRB for a second term.

   The Chair asked CRB Administration to revise the policy regarding the term of the CRB to state that after two years of the four-year Chair term, a review of the Chair will be conducted.

   Members were advised that the voice recordings for the Board meetings are public information and that anyone wishing to listen to a recording can visit the CRB office to do so.

   The Chair also asked for any opposition to the extension of the CRB Vice Chair’s term until such time that the Governance, Priorities and Finance Committee have a meeting and select their Chair, who will become the CRB Vice Chair. No opposition was noted.

5. **Approval of Agenda**

   The Chair asked for any opposition to the approval of the agenda.

   **The Chair declared the agenda approved by 100% consensus.**

6. **Approval of Minutes of September 12, 2013**

   An error was noted in Item 6b of the minutes. The vote should state “Not Supported” to reflect the outcome of a defeated motion.

   The Chair asked for any opposition to the approval of the minutes, as amended.

   **The Chair declared the minutes approved by 100% consensus.**
7. Governance
   a. CRB Committee Structure Implementation Plan
      Mr. Doug Lagore introduced the item. He noted that the “Agenda Committee” was renamed to the “Monitoring and Performance Committee”.

      Moved by Mayor Berube.

      Motion: That the Capital Region Board implement the CRB Committee Structure Implementation Plan as amended.

      Motion carried unanimously.

   b. Breakout Session for Committee Membership Selection
      Item was not required.

   c. Committee Appointments
      The Chair asked for any opposition to the approval of the Committee appointments as presented. It was requested that the new Committee Structure with appointments be circulated to members.

      Motion: That the Capital Region Board approve the Committee and Task Force appointments as presented.

      The Chair declared the appointments approved by 100% consensus.

   d. CRB Board and Committee Meeting Schedule (for information only)
      The Chair advised that the December Board meeting is cancelled and that the January Board meeting is scheduled as presented but will only proceed if required.

8. Old Business
   a. CRB Membership Review
      Mr. Doug Lagore introduced the Item.

      Moved by Mayor Berube.

      Motion: That the Capital Region Board postpone any discussion on the Membership Review until sometime later in 2014.

      Motion carried unanimously.

   b. Planning Session to Review CRB Voting Structure – Warburg
   c. Planning Fund for Small Communities – St. Albert
   d. REF Amendment – Land Use Committee
Mr. Doug Lagore introduced the Items. He advised that the motions will come back to the Board after the CRB Strategic Plan is completed and reviewed by the Governance, Priorities and Finance Committee.

Moved by Mayor Berube.

Motion: That the Capital Region Board postpone these motions until after the Board has had the opportunity to complete its strategic plan.

Motion carried unanimously.

9. Administrative Items

a. Quarterly Financial Statement (for information only)

b. CRB 2014 Budget

Mr. Doug Lagore provided an overview of the Budget noting that the funding allocated to projects in the Budget will be discussed with all CRB Committees to identify their priorities for 2014. Once this is complete, the Budget will be brought back to the Board through the Governance, Priorities and Finance Committee for further approval.

Moved by Mayor Berube.

Motion: That the Capital Region Board approve the 2014 Budget as presented.

Motion carried unanimously.

c. Six Month Interim Activity Report (for information only)

d. CEO’s update

Mr. Doug Lagore advised members of the following:

- CRB Office Manager, Charlene Chauvette will provide information regarding CRB expense claim forms to new members following the meeting.
- The CRB computer system will be down for 1 to 2 days within the upcoming weeks for a system switchover.
- The CRB staff office will be relocating to the 11th floor, from the 14th floor, at the Bell Tower and the new office will be equipped with a Boardroom for member use, subject to availability.

e. Upcoming Sessions (for information only)

i. CRB Orientation Session Agenda, January 17, 2014

ii. CRB Strategic Planning Session Agenda, February 8, 2014

The Chair provided a handout from the Province regarding Bill 28.

Mayor Crouse put forward a Notice of Motion on behalf of St. Albert.

Notice of Motion: That the CRB CEO revise the May 9, 2013 “CRB Administrative Procedure for the Regional Evaluation Framework”, by including clarification in the following 4 areas:
1. Prior to the Step # 1 of “Receipt of Application by CRB”, the CRB staff may be consulted by an Applicant for advice relative to submission of a REF application.

2. The best professional advice shall be provided to the Applicant by staff in writing. At this stage there shall be no consultant yet engaged by the CRB.

3. Once the Step # 3 is achieved titled “Application Deemed Complete”, there shall be no further advice given by CRB staff, CRB consultants and no changes made to the application whatsoever.

4. By sending the “Deemed Complete” email that action clarifies what the final document is that is to be evaluated. Clarification may be sought but no changes are allowed whatsoever to the documents from this point forward until a decision is made by the CRB.

10. Adjournment
The meeting was adjourned at 10:46 a.m.

CRB Chair, Nolan Crouse

CRB CEO, Doug Lagore
2013 Annual Report

Motion

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

Background

- Section 9 of the CRB Regulation requires the Board to submit an annual report on its activities in the preceding year to the Minister of Municipal Affairs before May 1 of each year, including audited financial statements.

- The CRB’s 2013 Audited Financial Statements will be also be provided, by separate motion, for recommendation and approval at a future date. Once approved, these statements will be incorporated into the Annual Report.

Next Steps

- Following approval of the 2013 Audited Financial Statements, CRB administration will add these statements into the 2013 Annual Report to finalize the document. A printed version of the complete Annual Report will be provided to the Minister of Municipal Affairs in April 2014.

Rationale

- To ensure compliance with Section 9 of the CRB Regulation, to submit a report before May 1 of each year to the Minister summarizing its activities during the preceding calendar year.
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*NOTE – CRB Map on opposite page of message from Board Chair/ Chief Executive Officer*

MESSAGE FROM THE BOARD CHAIR AND CHIEF EXECUTIVE OFFICER *NOTE - INCLUDE PICTURES*

The Government of Alberta created the Capital Region Board (CRB) in 2008, with a resolve to unite and strengthen the Capital Region. In the years that followed, this assembly of municipalities has collectively responded to the pressures associated with the region’s rapid growth by developing the Capital Region Growth Plan and undertaking its implementation.

The Capital Region Board marked the fifth year of its existence in 2013. Moments such as these provide a point of reference to note what has been accomplished thus far and what we must yet strive to achieve. This anniversary also serves as a poignant reminder that planning on a regional scale requires commitment to a shared vision for a sustained period before all of the associated benefits are apparent. In other words, the work of the Board will not be without its challenges and developing a shared appreciation of a regional perspective will take time.

The activities of the Board in 2013, as described in this report, attest to the contributions of our dedicated Board members, as well as the government leaders, administrators and members of the community that we are privileged to work with.

The Capital Region Board Regulation requires that the CRB prepare an Annual Report on its activities and financial statements for submission to the Minister of Municipal Affairs. The CRB’s Annual Report for the year ending December 31, 2013, was prepared under that direction. Included are the CRB’s financial statements which have been prepared in accordance with the Province’s Financial Accountability Act and Canadian generally accepted accounting principles. All of the Board’s policy decisions with material financial implications, as of December 31, 2013, have been considered in the preparation of this report.

Nolan Crouse  
Chair

Doug Lagore  
Chief Executive Officer

1.0 VISION FOR THE CAPITAL REGION

(Note: vision on separate page)

*The Capital Region is a family of diverse, interdependent communities whose energy, talent and resources are combined with insightful planning processes, sound fiscal and regulatory practices, environmental sensitivity and empathy for the underprivileged. Strong expressions of regional purpose and the ability to embrace change ensure that the social, economic, environmental and...*
cultural well-being of the Region’s current and future residents and communities is respected and sustained.

1.1 ACHIEVING OUR VISION

The Capital Region Growth Plan sets out a strategy for the Region’s municipalities to work together to manage future growth. The aim is simple: to ensure the sustainability of the Region for future generations. To do this, the Plan incorporates and balances economic, social and environmental factors.

The Capital Region Growth Plan: Growing Forward is a landmark agreement between the Board’s 24 member municipalities to support a new pattern of future development. It represents a shift in approach to integrated land use and transportation planning aimed at minimizing the Region’s development footprint. This will include a broader mix of housing types and densities in more compact communities supported by a range of transportation modes, including public transit, cycling and walking.

Member municipalities are committed to safeguarding a sustainable future for the Region. Preserving the quality of life for present and future generations is essential to that future. To ensure that CRB decisions support that goal and also to track their cumulative effect on the environment, the Board will implement monitoring and performance measures. At the same time, there must be a balance between the effects of growth on land, water and air quality, and the social and economic vitality of the Region.

While the Plan recognizes that growth will occur at varying rates throughout the region, all municipalities in the Region will benefit. What will serve to guide the Board and member municipalities in achieving the Vision are the comprehensive principles and policies that address the interrelationships between the four strategic priority areas of the Growth Plan:

- Land Use
- Intermunicipal Transit
- Housing
- Geographic Information Services (GIS)

2.0 MANAGEMENT & ADMINISTRATION
The Board operates under the Capital Region Board Regulation, which was updated by A.R. 38-2012, and came into effect on March 31, 2012. The Board is deemed to be a regional services commission for the purposes of the Freedom of Information and Protection of Privacy Act, and the Alberta Capital Finance Authority Act.

The Regulation identifies the Board’s 24 member municipalities and sets out its accountability, voting structure, powers and duties. The Regulation establishes the CRB’s mandate to develop and oversee the implementation of a proposed Regional Growth Plan based on an integrated and strategic approach to planning the future growth of the Region for the next 35 years and to coordinate decisions in the Capital Region to support economic growth and strong communities and a healthy environment.

On behalf of the Government of Alberta, the Minister of Municipal Affairs approved the Capital Region Growth Plan in March 2010, and it took effect on April 1, 2010. The Growth Plan is an important step in ensuring that the Region remains globally competitive. Its directives provide a path toward sustainable growth and improved quality of life for the Region’s citizens.

2.1 WHO WE ARE

The Capital Region Board is a corporation consisting of 24 member municipalities from within the Region. Each member municipality is represented by an elected official appointed by their local council. The CRB members and their respective representatives are listed below.

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<th>Capital Region Board Members (as of December 31, 2013)</th>
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<tr>
<td>Town of Beaumont</td>
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<td>Town of Bon Accord</td>
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<td>Town of Bruderheim</td>
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<td>Town of Calmar</td>
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<td>Town of Devon</td>
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<td>City of Edmonton</td>
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<td>City of Fort Saskatchewan</td>
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<td>Town of Gibbons</td>
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<td>Lamont County</td>
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<td>Leduc County</td>
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<td>City of Leduc</td>
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<td>Town of Leduc</td>
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<tr>
<td>Town of Morinville</td>
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<tr>
<td>Parkland County</td>
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In addition to the elected officials, there is a non-voting Government of Alberta appointee to the Board, Mr. Ivan Moore, of Alberta Municipal Affairs. The Government of Alberta has also appointed representatives to the committees of the Board to enhance communication and cooperation between the Board and province.

### 2.2 WHAT WE DO

The CRB coordinates long range planning and decision making among the Region’s municipalities. Effective planning and implementation of the four strategic priority areas identified in the Regulation will engage the member municipalities to:

- Plan and assist in administering regional projects designed to improve the quality of life for Capital Region citizens, and to act as a monitoring body for those projects;
- Establish land use practices that benefit the region while respecting and supporting the diversity that exists within the individual municipalities—their people, culture and natural environments;
- Plan and oversee regional intermunicipal transit services that also provide special services for persons with disabilities;
- Plan and support programs and practices which increase the availability of affordable and market affordable-housing throughout the Region;
- Expand regional capacity to deliver geographic information services that support regional decisions on sustainable land use, transit, and affordable and market-affordable housing;
- Assist in coordinating the efforts and energies of the member municipalities where applicable;
- Share the knowledge and insight gathered by the Board with member municipalities;
- Liaise and advocate with the provincial and federal governments on issues and projects related to the Capital Region;
• Provide the public with a comprehensive single source to access information on regional projects.

2.3 HOW WE OPERATE

In 2013, following the municipal elections, the Board approved a new committee structure that consolidated the number of standing committees that had previously served the Board. While remaining committed to the overarching mandate of implementing the strategic priorities of the Growth Plan, the Board’s areas of focus and responsibilities are now be shared between four new standing committees. Task forces were also formed to provide a more manageable and flexible advisory body to guide the initiatives of the Board and its committees.

The Board’s committees and task forces are comprised of elected officials appointed by the 24 member municipalities. Each committee and task force operates within a Terms of Reference approved by the Board. The Board reviews and approves the committee priorities on a yearly basis. Committee and task force chairs and vice-chairs are selected from within their membership.

At the first meeting of each newly-formed committee, Terms of Reference are approved and committee chairs and vice-chairs elected.

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<th>Current Capital Region Board Committees</th>
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<tr>
<td>Committee</td>
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<tr>
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<td>Vice-Chair</td>
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<th>Current Capital Region Board Task Forces</th>
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<tr>
<td>Chair</td>
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2.4 ORGANIZATION
Alberta Municipal Affairs
Honourable Ken Hughes

CRB Municipalities

Board Chair, Capital Region Board
Nolan Crouse

Chief Executive Officer
Doug Lagore

Manager, Regional Projects
Intermunicipal Transit
Sharon Shuya

Manager, Regional Projects
Land Use
Neal Sarnecki

Manager, Regional Projects
Housing
Brendan Pinches

Regional Planning Intern
Stephanie Chai

Communications Manager
TBD

Executive Assistant
Courtney Andrews

Office Manager
Charlene Chauvette

Administrative Assistant
Allyson Jacques

Positions as of
December 31, 2013
In February 2013, Mr. Doug Lagore, began serving as the CRB’s Chief Executive Officer. Mr. Lagore leads a professional staff that consisted of eight full-time administrative positions in 2013.

In addition to the complement of full-time staff, an intern was retained on a contract basis under the two-year Municipal Affairs Internship Program for Land Use Planners. In order to provide this individual with local municipal planning experience that could not be gained at the Board office, CRB Administration and the Town of Beaumont signed a Memorandum of Understanding, agreeing to the secondment of the planning intern to the Town for eight months, from January to August 2013.

2.5 ROLE OF THE GOVERNMENT OF ALBERTA

Between 2008 and the first quarter of 2012, the Province appointed two successive Interim Chairs to lead the Board, Mr. Christopher Sheard, followed by Mr. Jim S. Edwards. This position was appointed by Ministerial Order with the authority necessary to carry out the Board’s mandate in the early stages of its existence.

In February 2012, the Board elected a Chair from within its own membership for the first time. Effective April 1, 2012, Mr. Nolan Crouse, Mayor of the City of St. Albert, became the first elected official appointed as Chair the Board. Following the 2013 municipal elections, the Board carried out a nomination and election process that resulted in Mayor Crouse being acclaimed as Board Chair for a second successive term in November 2013.

In April 2013, the Board welcomed The Honourable Doug Griffiths, then Minister of Municipal Affairs. In his address to the Board, Minister Griffiths encouraged members to make the most of their current positions, to effect change by being active and influential political leaders, rather than seeking to withdraw from the work of the Board.

The Honourable Alison Redford, Premier of Alberta, visited the Board in May 2013. Minister Griffiths joined the Premier as she attended a Capital Region Board meeting for the first time. Premier Redford spoke of the Government of Alberta’s continued dedication to building a strong Capital Region, noting the successes of the to Board date.

The Board and Administration worked closely with multiple Government of Alberta ministries, including Municipal Affairs, Transportation, and Environment and Sustainable Resource Development.

In November 2011, the CRB submitted three important strategic plans to the Minister of Municipal Affairs: the Integrated Regional Transportation System Study (IRTSS) Technical Report, the Integrated Regional Transportation Master Plan (IRTMP), and the 30-Year Transit Service
Plan. In June 2013, these plans were approved by the Minister as addenda to the Growth Plan, under Ministerial Order L:037/13, demonstrating the Government of Alberta’s ongoing commitment to the Board.

Since the Board’s inception, the Government of Alberta has provided a core operating grant for each of the Board’s fiscal years. In 2013, the Board applied for and received additional grant funding through the Regional Collaboration Program (RCP). The RCP supports activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building. Alberta Municipal Affairs also provided the Board with grant funding for a Municipal Planning Intern position. The internship program is two years in duration and the Board has been successful in attaining an intern during both the 2010 and 2012 program cycles.

In 2013, the Board continued to administer the Regional Evaluation Framework (REF), a responsibility charged to the Board under Section 21 of the Capital Region Board Regulation and established under Ministerial Order L:270/10. Under the REF, the Board reviews and approves municipal statutory plans to ensure their consistency with the Capital Region Growth Plan.

The Minister of Municipal Affairs retains the authority to create Ministerial Orders to direct the following: the Board’s management, duties and functions; transitional matters related to the Capital Region Board Regulation; the requisition of operating and capital funds, record keeping and reporting; and any other matters deemed necessary by the Minister under the Board’s Regulation. This may extend to legislative amendments to enable the Board to carry out its mandate, and the facilitation of access by the Board to funds and to borrow from the Alberta Capital Finance Authority, for regional projects approved by the Board.

2.6 STATEMENT OF ACCOUNTABILITY

The Capital Region Board is responsible to the member municipalities, citizens and key stakeholders of the Capital Region, and to the Government of Alberta to ensure that the work of the Board is focused on the appropriate priorities to ensure the global competitiveness and sustainability of the Region for future generations.

The Board ensures sound operations through a commitment to transparency, consistent with Alberta’s Freedom of Information and Protection of Privacy Act.

1. The Board seeks broad input through consultation, either directly or through its member municipalities, on matters that affect the communities and the future of the Capital Region.
2. The Board operates within a corporate governance model that includes:
   a. Preparation of a Business Plan, updated annually, that sets direction, establishes regional priorities, and reports on progress toward Growth Plan objectives;
   b. Adherence to fiscal management and reporting in compliance with Alberta’s Financial Administration Act and Canadian generally accepted accounting standards;
   c. Preparation of an Annual Report to the Minister of Municipal Affairs, as required in the Capital Region Board Regulation;
   d. Commitment to monitoring the implementation of the Growth Plan and reporting on performance measures related to the Board’s operations and the Growth Plan;
   e. Commitment to an “evergreening” process for updating the Growth Plan every five years;
   f. Ongoing advocacy in support of regional priorities; and
   g. Communication with member municipalities, stakeholders and the public that focuses on the Board’s key activities and the implementation of the Growth Plan.

2.7 DECISION MAKING STRUCTURE

2.7.1 POWERS AND DUTIES OF THE BOARD

The Capital Region Board Regulation identifies the Board’s membership, the voting structure and its powers and duties. The roles and responsibilities of the Board are to coordinate long range planning and decision making among the municipalities of the Capital Region Board for matters of regional interest. All member municipalities must comply with the Growth Plan as approved.

It is important to note that the Board supports member municipalities from a regional perspective to achieve balanced growth. Citizens of the Region continue to be served by their elected municipal councils, and decisions without regional implications continue to be made locally.

2.7.2 COMMITTEE STRUCTURE
In November 2013, the Board approved a plan to implement committee structure reforms based on a commissioned report advising the Board of recommendations on how to utilize the resources of the Board most efficiently. Based on the advice of this report, the Board moved to replace the committee structure previous structure with four new standing committees:

- Governance, Priorities and Finance
- Land Use and Planning
- Performance Monitoring
- Regional Services

In addition to the new committees, the Board has established task forces to address specific projects that are deemed complex and/or significant enough to warrant a dedicated commitment from Board members to garner the best possible outcomes and advice for the Board. A task force, which, like a committee, is composed of elected officials, may report to a standing committee or directly to the Board as determined by the Board. As projects are
not defined as an ongoing program, but rather having a strategic focus with a beginning and end, all task forces will exist until the project concludes and a Board recommendation has been made.

The Chief Executive Officer has also established working groups and advisory committees to provide advice and technical expertise to support the work of these standing committees and task forces.

2.7.3 VOTING STRUCTURE

The Capital Region Board Regulation stipulates that each member of the Board has one vote at a Board meeting. If a decision is made by a vote, it must be supported by not fewer than 17 member municipalities that collectively represent at least 75 percent of the population in the Capital Region.

2.7.4 DELEGATION

The Board may delegate some of its authority, with the exception of its authority to adopt bylaws, borrow money, adopt budgets and approve financial statements.

2.7.5 BYLAWS AND POLICIES

In December 2013, the Government of Alberta amended the Municipal Government Act with the approval of the Enabling Regional Growth Boards Act. As it pertains to the Capital Region Board, the Act assures the validity of the Capital Region Board Regulation, the Minister’s establishment of the Regional Evaluation Framework, and the Minister’s approval of the Capital Region Growth Plan.

The Capital Region Board Regulation provides authority to the Board to make bylaws respecting its conduct and affairs, including without limitation, rules and procedures for dealing with matters before the Board. All bylaws require the approval of the Minister of Municipal Affairs before coming into effect.

The Board has not established any bylaws as of December 31, 2013; however, it has established and followed policies associated with human resources management, administrative and financial standards, remuneration, member code of conduct and ethics, and governance direction for its activities.

3.0 REPORT ON ACTIVITIES
The work undertaken by the Board in 2013 was guided by the Board’s 2012-2014 Business Plan. The Board experienced a number of significant changes in 2013, including the introduction of a new CRB CEO, a significant turnover of municipal representatives at the Board as a result of the municipal election, the adoption of a new committee structure, and the commencement of the Growth Plan update. Board members will also begin a strategic planning process to determine the CRB’s vision, business and work plans in 2014.

The Board and its committees continued the long-term task of implementing the Growth Plan in 2013, while at the same time began laying the foundation for an update to the Plan. The Growth Plan is the Capital Region’s roadmap for collaboration and coordination of growth in the Region. It recognizes the need for the efficient use of regional infrastructure, land and other resources. Moreover, the Growth Plan provides the foundation for decisions aimed at minimizing the Region’s development footprint, integrating land use, transit and housing, and emphasizes building complete communities based on increasing densification of urban areas, particularly in Priority Growth Areas. Successful implementation of this strategy will result in an improved quality of life for residents, more regional cooperation among municipalities and regional stakeholders, a strong economy and a healthy environment. A successful update of the Growth Plan will build on the strengths and address the gaps of the existing Plan framework, resulting in a more accessible and influential document.

For the purposes of this report, the activities of Board in 2013 are categorized under the standing committees that were in place until the implementation of a new structure was approved in November of that year.

**3.1 LAND USE**

The Land Use Committee was active in 2013, overseeing the Prioritization of Regional Transportation Projects, the delivery of the CRGIS Spatial Data Demonstration Project Report, the initiation of the Regional Energy Corridors Study, and the implementation of the recommendations stemming from the Review of the Administration of the Regional Evaluation Framework.

A Review of the Administration of the Regional Evaluation Framework (REF), approved by the Board in 2012, included various recommendations to improve the REF process. The Board directed the Land Use Committee to act on these recommendations and this work continued throughout 2013. Based on the report’s recommendations, the Land Use Committee approved a CRB Administration Terms of Reference, a Municipal Administration Terms of Reference, as well as Pre-Application Review Policies and Procedures. The Land Use Committee also recommended interpretive guidelines to the Board regarding relevant policies of the Capital Region Growth
Plan, which precipitated the Board’s approval of the Cluster Country Residential Areas Policy Clarification, as recommended by the Land Use Committee in May 2013. Implementation of the remaining recommendations is expected to conclude in 2014.

The Land Use Committee revised its Business Plan in May 2013 to include a project aimed at supporting the application of the Integrated Regional Transportation Master Plan (IRTMP). The IRTMP was approved by the Minister of Municipal Affairs as an addendum to the Growth Plan in June 2013. With the ITRMP now approved by the Province, the L and Use Committee began the process of developing a short-term regional transportation project priority list based on the Plan. Carrying out this prioritization exercise will enable the Region to work directly with Alberta Transportation with the intent of influencing the Government of Alberta’s three-year Capital Plan in support of Capital Region transportation initiatives. This exercise will continue in 2014.

In 2013, the Committee supported the completion of a pilot project, the Capital Region GIS Spatial Data Demonstration Project, with the purpose of developing a subset of spatial data needed to support the Board’s planning role. The Board accepted the CRGIS Spatial Data Demonstration Project Report for information in April 2013.

The Board received a Regional Collaboration Grant to carry out a Regional Energy Corridors Study that will be completed in 2014. The Growth Plan currently depicts the location of existing power and pipeline corridors in the Capital Region. The Regional Energy Corridors Study will define a framework for accommodating future corridors within the Capital Region in a manner consistent and compatible with the principles and policies of the Growth Plan.

### 3.2 INTERMUNICIPAL TRANSIT

The Committee’s priorities in 2013 focused on developing the Regional Fare Strategy and Implementation Plan, the Intermunicipal Transit Governance Study – Business Case, and updating the region’s GreenTRIP transit priorities.

The Regional Fare Strategy and Implementation Plan was received by the Committee in January 2013. This Plan explored the feasibility of a single regional fare strategy for public transit to better serve customers. The Committee decided not to pursue the implementation of the zone fare system recommendations until the completion of the Governance Study Business Case; however, they did pass a motion in support of continuing to work together to procure the smart card (fare) technology system, and the region’s transit system operators agreed to apply for Green Trip funding on this basis. The procurement of a common smart card system for the region will allow the current operators to continue to set their own fares in the interim and will provide operating efficiencies and a more convenient experience for riders.
The Board received a Regional Collaboration Grant from the Province towards the Intermunicipal Transit Governance Study – Business Case. It was agreed that the remaining project costs would be shared between twelve municipalities of the Board - Beaumont, Devon, Edmonton, Fort Saskatchewan, Leduc City, Leduc County, Morinville, Parkland County, St. Albert, Spruce Grove, Strathcona County and Sturgeon County. The result of this work will be a business case exploring the merits and feasibility of a regional transit commission, a potential outcome of the Committee’s efforts to identify an appropriate regional governance model for public transit. The expected completion date of this Study is March 2014.

Throughout the year, the Committee continued to advocate for the GreenTRIP Program to target the goals of the Intermunicipal Transit Network Plan and specifically, components of the 30 Year Transit Service Plan which supports the expansion of public transit in the Region. The Regional Transit Committee led an update of the Capital Region’s GreenTRIP Project list. In September, the Board approved the 2013 GreenTRIP Project list and submitted it to the Minister of Transportation.

### 3.3 HOUSING

Committee priorities through 2013 were the development of a sub-regional planning model that would move the planning and prioritization of non-market and market-affordable housing towards a model based on need and conceived at the sub-regional level, as well as the implementation of a policy framework to encourage the increased production of market-affordable housing in the Region.

The Housing Plan, approved by the Province in March 2010, identified a gap in the provision of market affordable housing in the Capital Region. In December of 2010, the Land Use and Housing Committees agreed to co-sponsor an Advisory Committee composed of representatives from the land development and home building industries, municipal administrators, and elected officials to address this issue. The Advisory Committee explored ways to reduce the cost of housing and consider different built forms to address the needs of first-time homebuyers, renters and seniors. The resulting *Our Affordable Future: Market Affordable Housing Policy Framework* report presented a number of recommendations that will require the collaboration of municipalities and Industry if they are to be achieved. Following the Board’s unanimous approval of the Our Affordable Future report, in December 2012, the Committee engaged representatives from the Urban Development Institute (UDI), Canadian Mortgage and Housing Corporation (CMHC) and Canadian Home Builders Association (CHBA) to support the implementation of the report’s recommendations.

The Committee oversaw the first steps to developing a sub-regional planning model by initiating an environmental scan of the existing non-market housing landscape. The environmental scan
The report also served as an investigation of the Capital Region Housing Plan’s stated need for the development of a sub-regional planning framework and ultimately a rolling ten-year regional housing plan. The report was accepted by the Board as information in June 2013. The Committee subsequently initiated the next phase of work contributing to the sub-regional planning model and received a Regional Collaboration Grant for the development of a sub-regional housing needs assessment framework. The framework is expected to be complete by April 2014.

### 3.4 ADVOCACY & COMMUNICATIONS

In 2013, the Advocacy and Communications Committee advanced the priorities identified in the Board’s Advocacy and Communications Strategy. The Committee approved membership to include the Chair of the Regional Energy Infrastructure Sub-Committee, provided support for the FCM resolution: Building Canada’s Energy Value Chain Economy, supported the communications and advocacy requirements for CRB Committees and the CRB Chair, and prepared the 2013-2016 Advocacy and Communications Strategic Plan which was approved by the Board in July 2013.

In an effort to continue building awareness and understanding of the Growth Plan, CRB members and Administration met with a number of organizations and made presentations at various events during this reporting period. Presentations were made to a diverse range of audiences and stakeholders, including the following: Urban Development Institute, Canadian Home Builders’ Association, the Greater Edmonton Regional Chamber of Commerce, Northern Alberta Mayor’s and Reeve’s Caucus, the Deputy Minister of Municipal Affairs, the Federal Edmonton Area Caucus, the Calgary Regional Partnership and a number of other regional organizations attending the workshop co-convened by the CRB prior to the Federation of Canadian Municipalities’ Annual Conference.

### 3.5 GOVERNANCE

In 2013, the Governance Committee carried out the activities associated with its terms of reference, including the completion of the 2012 Audited Financial Statements, the preparation of the 2012 Annual Report, and other financial and activity reporting to the Government of Alberta. The 2012 Annual Report was approved by the Capital Region Board and provided to the Minister of Municipal Affairs on April 18, 2013.

The Governance Committee also oversaw a number of other important initiatives including the Alternative REF Process, the Revised 2013 Land Use Committee Business Plan and Budget, Population and Employment Projections update, a Membership Review, a Committee Structure Review, and the 2015 Capital Region Growth Plan Update Project Charter.
Upon the recommendation of the Governance Committee, amendments to the Regional Evaluation Framework’s Administrative Procedures were approved by the Board in May 2013. The most notable procedural change saw the introduction of an appeal process in lieu of the REF CAO Subcommittee, which was discontinued. The result of this change confirmed a CRB Administration recommendation to approve a submitted plan as the final decision on a REF Application, unless a member municipality appeals the recommendation to the Board within a defined period of time.

In June 2013, CRB Administration was directed by the Governance Committee to undertake a review of the Board’s committee structure, with the purpose of identifying recommendations to best utilize Board resources. The resulting Committee Structure Review report was received by the Board in September 2013, with CRB members approving significant reforms to the status quo to take effect once the Board reconvened following the municipal elections of October 2013. A Committee Structure Implementation Plan was then approved by the Board in November 2013 to operationalize the functional changes that had been agreed to.

Under the new committee structure, the mandates, meeting frequency and makeup of the Board’s standing committees were rationalized and clarified. In addition to the reconstituted committees, task forces were created to follow Board projects through from inception to completion. In comparison with the Board’s standing committees, a task force consists of a smaller number of elected officials, and schedules its meetings to coincide with benchmark deliverables associated with the project it addresses, rather than following a regular meeting schedule.

According to the Capital Region Board Regulation, population and employment projections are a required component of the Capital Region Growth Plan. These regional projections support the administration of the Regional Evaluation Framework, as well as the ongoing implementation of the Capital Region Growth Plan. In order to ensure that the Growth Plan endures as a “living” document, the Governance Committee initiated an update of these projections that was accepted as a guideline by the Board in September 2013.

The 2015 Capital Region Growth Plan Update Project Charter was recommended by the Committee in June 2013 and subsequently received by the Board for information in July 2013. The Board received a Regional Collaboration Grant towards the review and update of the Growth Plan.

The Governance Committee directed the recruitment and hiring of the CRB’s Chief Executive Officer, Mr. Doug Lagore, who took on this role in February 2013.

In June 2013, the Committee recommended a selection process for a new Interim Chair or Chair, which facilitated the selection of the Board Chair, Mayor Nolan Crouse.

3.6 REGIONAL EVALUATION FRAMEWORK
The Regional Evaluation Framework (REF) is the primary tool for the CRB to implement the Capital Region Growth Plan. REF provides submission and review criteria on which the Board evaluates proposed municipal statutory plans and amendments to ensure their consistency with the Capital Region Growth Plan. The administration of the REF process was reviewed in 2011 and 2012. The 2012 REF Review report listed ten recommendations to improve the framework’s implementation which were approved by the Board in June 2012. The Board directed the Land Use Committee, with the assistance of the Planning Advisory Group and CRB administration, to act on the ten recommendations through the remainder of 2012 and 2013.

Between January 1, 2013, and December 31, 2013, seventeen municipal statutory plans and plan amendments were approved under the Regional Evaluation Framework (REF). The Board rejected one planning proposal during this period and three were withdrawn.

3.7 OTHER ACTIVITIES

The Pipeline Linkages Strategy Sub-Committee, which was active between December 2011 and May 2012, was assembled to develop a message for the Enbridge Northern Gateway Project Joint Review Panel, on behalf of the CRB. This Sub-Committee proceeded to increase the understanding and raise the profile of the Region’s/Alberta’s oil industry and the Northern Gateway Pipeline project.

In May 2013, the Pipeline Linkages Strategy Sub-Committee was reconstituted as the Regional Energy Infrastructure Sub-Committee. The Committee’s priorities were to expand on the work previously conducted by the Pipeline Linkages Strategy Committee. The Sub-Committee completed an energy inventory summary related to the non-renewal and renewal energy sectors in the Capital Region.

4.0 FUTURE DIRECTION

The 2010 approval of the Capital Region Growth Plan by the Minister of Municipal Affairs set the foundation for the further work of the Board and its member municipalities by making the implementation of the Growth Plan a definitive priority. In the ensuing years, the Board has identified key projects related to each of the Plan’s four priority areas; however, in 2013 the five-year update of the Plan commenced as part of the Board’s commitment that the Plan remains “evergreen”.

The proposed actions of the Board outlined below represent a combination of continuity, stemming from the existing Growth Plan and Board operations, and reinvention, linked to the information gathering and critical assessment involved with the Growth Plan update. Future CRB directives include the following:
• Completion of a Strategic Plan followed by a Business Plan update
• Implementation of the Board-approved Communications Strategy
• Development and implementation of project plan for the five-year Growth Plan Update Program
• Regional Energy Corridors Study
• Participation in the Land Use Framework process of preparing the North Saskatchewan Regional Plan
• Implementation of the Regional Evaluation Framework (REF) Report Recommendations
• Implementation of the recommendations contained in the Our Affordable Future Market Affordable Housing Policy Framework report
• Development of a sub-regional planning model for the identification of non-market housing priorities
• Convening of the annual CRB Housing Symposium
• Completion of Transit Governance Study and determining next steps

4.1 REGULATORY & LEGISLATIVE REQUIREMENTS

With the approval of the Capital Region Growth Plan and the establishing of the Regional Evaluation Framework (REF), both in effect since April 1, 2010, the ensuing activities of the Board have largely focused on satisfying the regulatory and legislative requirements of the Board. To this end, the Board has continued implementing the Growth Plan, as well as reviewing and approving municipal statutory plans through the REF process.

Fully implementing the Growth Plan is a long-range and comprehensive endeavor which is expected to proceed over a number of years. The ongoing fiscal commitment from the Province will allow this implementation to proceed and for the Board to build upon current successes.

5.0 FINANCIAL STATEMENTS *TO BE ADDED*

CRB 2014 Revised Budget

Motion

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

Background

- Update of the project budget.

Rationale

- The Board has an accumulated surplus as at December 31, 2013, that need to be reflected in the 2014 budget.
# 2014 Revised Project Budget Summary
## as of January 21, 2014

<table>
<thead>
<tr>
<th>Regional Projects</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Growth Plan Update*</td>
<td>$ 500,000.00</td>
</tr>
<tr>
<td>Regional Competitiveness Assessment*</td>
<td>$ 300,000.00</td>
</tr>
<tr>
<td>Regional Energy Corridors*</td>
<td>$ 100,000.00</td>
</tr>
<tr>
<td>Sub-Regional Housing*</td>
<td>$ 130,000.00</td>
</tr>
<tr>
<td>Regional Transit Governance*</td>
<td>$ 125,000.00</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td>Communications Strategy</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td>Website</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>Housing Symposium</td>
<td>$ 85,000.00</td>
</tr>
<tr>
<td>GIS</td>
<td>$ 280,000.00</td>
</tr>
<tr>
<td>CRB Orientation</td>
<td>$ 70,000.00</td>
</tr>
<tr>
<td>CRB Visioning Session</td>
<td>$ 60,000.00</td>
</tr>
<tr>
<td>Board Initiatives</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>Annual Report &amp; Audit</td>
<td>$ 30,000.00</td>
</tr>
<tr>
<td>Special Projects (TBD)</td>
<td>$ 250,000.00</td>
</tr>
</tbody>
</table>

**Total**                                        **$ 2,430,000.00**

*Regional Collaboration Grants prepared Jan.21,2014*
Revise CRB Administrative Procedures for the Regional Evaluation Framework

Motion

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

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

2. The best professional advice shall be provided to the Applicant by staff in writing. At this stage there shall be no consultant yet engaged by the CRB.

3. Once the Step #3 is achieved titled “Application Deemed Complete”, there shall be no further advice given by CRB staff, CRB consultants and no changes made to the application whatsoever.

4. By sending the “Deemed Complete” email that action clarifies what the final document is that is to be evaluated. Clarification may be sought but no changes are allowed whatsoever to the documents from this point forward until a decision is made by the CRB.

Background

- On April 8, 2010 the Board approved the Administrative Procedures for the Regional Evaluation Framework (REF).

- The REF Administrative Procedures were amended on January 13, 2011 and May 9, 2013.

Administration Recommendation

CRB Administration has no objections to the proposed amendments to the REF Administrative Procedures.

- The proposed amendments to the Administrative Procedures provide additional clarification of the REF application process.

Attachment:
1. Existing REF Administrative Procedures
2. Amended REF Administrative Procedures
CRB Administrative Procedures for the Regional Evaluation Framework

**Purpose:** To clarify the CRB’s Administrative Procedures for the Regional Evaluation Framework (REF).

<table>
<thead>
<tr>
<th>Step</th>
<th>Description of CRB Administrative Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Receipt of Application by CRB</strong>&lt;br&gt;  An application is received by the CRB. CRB Administration date stamps the documents. If the application is submitted in paper only, CRB Administration requests an electronic copy from the Applicant Municipality.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Preliminary CRB Administration Review</strong>&lt;br&gt;  The application is reviewed by CRB Administration to determine if all required documents have been received in accordance with Section 3.5 of the REF. Applications do not proceed until an electronic copy of all required documents have been received.&lt;br&gt;  If all required documents have not been received, CRB Administration contacts the Applicant Municipality.&lt;br&gt;  CRB Administration reviews the Application to determine whether or not the Application relates to a statutory plan that must be referred to the CRB under Section 3 of the REF. If yes, then the Application is referred for Third Party review.&lt;br&gt;  If the Application does not appear to relate to a condition under Section 3 of the REF, then CRB Administration contacts the Applicant Municipality.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Application Deemed Complete</strong>&lt;br&gt;  When all required documents are received, and it is determined that the Application meets conditions required for referral to the Board for review under Section 3 of the REF, the Application is assigned a REF number (e.g. REF 2010-000).&lt;br&gt;  An email is sent to the Applicant Municipality noting the date the Application is deemed to be complete and the date by which a CRB Administration Recommendation must be issued (within 25 working days from date Application is deemed complete). This email is copied to Board members, CRB Chair, CRB Chief Officer and CAOs.&lt;br&gt;  The Applicant Municipality’s documentation is posted to the CRB website.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Referral for Third Party Evaluation</strong>&lt;br&gt;  CRB Administration sends an email to the Third Party reviewer asking for an Evaluation to be prepared within 14 working days. The email, which is copied to the CAOs, advises that the Applicant Municipality’s documentation is posted and available on the CRB website. The Third Party Evaluation is prepared with reference to the criteria set out in Section 5.4 of the REF.</td>
</tr>
<tr>
<td>Step</td>
<td>Description of CRB Administrative Procedures</td>
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<td>------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td><strong>Attachment 4</strong>: Amended REF Administrative Procedures</td>
</tr>
<tr>
<td>3</td>
<td>If a Third Party reviewer advises that they have a conflict of interest, CRB Administration actions the review with another Third Party reviewer with an Evaluation to be prepared within 14 working days. On receipt of a Third Party Evaluation, CRB Administration reviews the Evaluation for completeness.</td>
</tr>
<tr>
<td>5</td>
<td><strong>CRB Administration Recommendation</strong>&lt;br&gt;CRB Administration reviews the Application and the Third Party Evaluation in accordance with the evaluation criteria in Section 5.4 of the REF and prepares a CRB Administration Recommendation on or before the 25 working days. The Third Party Evaluation and CRB Administration Recommendation are posted to the website as soon as available and the Applicant Municipality, CRB Members, and CAOs are notified.&lt;br&gt;&lt;br&gt;Approve Recommendation:&lt;br&gt;A CRB Administration Recommendation to approve an Application will stand as the final decision on a REF Application after a 14 calendar days appeal period, unless a member municipality appeals the recommendation to the Board. If no appeal is received within the appeal period the application is Deemed Approved and CRB Administration will confirm in writing to the applicant municipality, Board members, and CAOs of the disposition of the REF within one week after the appeal period expires.&lt;br&gt;&lt;br&gt;Reject Recommendation:&lt;br&gt;If a CRB Administration Recommendation is to not approve an Application, CRB Administration notifies the Applicant Municipality, Board members, CAOs and indicates that the Application will be brought to the next Board meeting for disposition.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Appeals</strong>&lt;br&gt;1. Any CRB member municipality may appeal the CRB Administration recommendation to approve a REF application.&lt;br&gt;2. An appeal may be commenced by submitting a notice of appeal within 14 calendar days after the CRB Administration recommendation is posted to the CRB website. Note that the date of the recommendation and posting of the recommendation may be different due to the logistics of posting the recommendation to the website.&lt;br&gt;3. The notice of appeal must be accompanied by a resolution of Council in support of the appeal.&lt;br&gt;4. The reasons for the appeal must be included in the resolution and shall reference the section(s) of the CRB Regulation and/or the Capital Region Growth Plan that the submitted statutory plan does not conform.&lt;br&gt;5. All appeals must be submitted by 4:30 pm at the CRB offices on or before the 14th day of the appeal period. If the 14th day falls on a weekend or statutory holiday, the appeal deadline is extended to the end of the next business day at 4:30 pm. A notice of appeal will be accepted by email at <a href="mailto:info@capitalregionboard.ab.ca">info@capitalregionboard.ab.ca</a> provided it includes a record of the Council resolution with the reasons for the appeal.</td>
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<tr>
<td>6.</td>
<td>If a notice of appeal is received within the appeal period CRB administration shall send the notice of appeal, including the Council resolution, by email to the applicant municipality, CRB members, and CAOs, within one business day of receipt the appeal. Further, the notice of appeal, including the Council resolution, will be posted to the CRB website.</td>
</tr>
<tr>
<td>7.</td>
<td>An appeal period does not end with the submission of a notice of appeal. Appeals will continue to be accepted until the final day of the appeal period.</td>
</tr>
<tr>
<td>8.</td>
<td>If a REF application is appealed and the appeal period ends within 10 working days of an upcoming Board meeting, the REF will be added to the agenda of the following Board meeting.</td>
</tr>
<tr>
<td>9.</td>
<td>CRB Administration will present the appeal(s) at the Board meeting the REF application is presented. The municipality(s) that submitted the appeal will be identified by CRB Administration, however, they are under no obligation to speak to the appeal at the Board meeting.</td>
</tr>
</tbody>
</table>

7 **Capital Region Board Review and Decision**

An Application is considered by the Board if a CRB Administration Recommendation is to not approve the Application or if a member municipality appeals the CRB Administration Recommendation to approve an Application.

At a Board meeting, the Applicant Municipality and CRB Administration are offered an opportunity to inform the Board (Section 5.3 REF). The Board must, by consensus, approve or reject the Application. If consensus is not reached, a formal vote of the Board must be conducted in accordance with the Capital Region Board Regulation (Section 5.2 REF).

If an Application is reviewed by the Board, following a decision, CRB Administration will issue a letter to the Applicant Municipality indicating approval or rejection of the Application (copied to Board members, CRB Chair, CAOs and the Third Party reviewer).

Decisions of the Board taken under Section 22 of the Capital Region Board Regulation (approval of statutory plans) are final and not subject to appeal.
## CRB Administrative Procedures for the Regional Evaluation Framework

**Purpose:** To clarify the CRB’s Administrative Procedures for the Regional Evaluation Framework (REF).

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<td><strong>Pre-Application Consultation</strong>&lt;br&gt;CRB staff may be consulted by an Applicant for advice relative to submission of a REF application. The best professional advice shall be provided to the Applicant by staff in writing. At this stage there shall be no consultant yet engaged by the CRB.</td>
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<td><strong>Receipt of Application by CRB</strong>&lt;br&gt;An application is received by the CRB. CRB Administration date stamps the documents. If the application is submitted in paper only, CRB Administration requests an electronic copy from the Applicant Municipality.</td>
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<td>CRB Administration reviews the Application to determine whether or not the Application relates to a statutory plan that must be referred to the CRB under Section 3 of the REF. If yes, then the Application is referred for Third Party review.</td>
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<tr>
<td></td>
<td>An email is sent to the Applicant Municipality noting the date the Application is deemed to be complete and the date by which a CRB Administration Recommendation must be issued (within 25 working days from date Application is deemed complete). This email is copied to Board members, CRB Chair, CRB Chief Officer and CAOs.</td>
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<td></td>
<td>The Applicant Municipality’s documentation is posted to the CRB website.</td>
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<tr>
<td></td>
<td><strong>After an application is deemed complete no further advice will be given by CRB staff and/or CRB consultants, and no changes may be made to the application whatsoever. By sending the “Deemed Complete” email that action clarifies what the final document is that is to be evaluated. Clarification may be sought but no changes are allowed whatsoever to the documents from this point forward until a decision is made by the CRB.</strong></td>
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<td><strong>CRB Administration Recommendation</strong>&lt;br&gt;CRB Administration reviews the Application and the Third Party Evaluation in accordance with the evaluation criteria in Section 5.4 of the REF and prepares a CRB Administration Recommendation on or before the 25 working days. The Third Party Evaluation and CRB Administration Recommendation are posted to the website as soon as available and the Applicant Municipality, CRB Members, and CAOs are notified.&lt;br&gt;&lt;br&gt; <strong>Approve Recommendation:</strong>&lt;br&gt; A CRB Administration Recommendation to approve an Application will stand as the final decision on a REF Application after a 14 calendar days appeal period, unless a member municipality appeals the recommendation to the Board. If no appeal is received within the appeal period the application is Deemed Approved and CRB Administration will confirm in writing to the applicant municipality, Board members, and CAOs of the disposition of the REF within one week after the appeal period expires.&lt;br&gt;&lt;br&gt; <strong>Reject Recommendation:</strong>&lt;br&gt; If a CRB Administration Recommendation is to not approve an Application, CRB Administration notifies the Applicant Municipality, Board members, CAOs and indicates that the Application will be brought to the next Board meeting for disposition.</td>
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<tr>
<td>6</td>
<td><strong>Appeals</strong> &lt;br&gt;&lt;br&gt; 1. Any CRB member municipality may appeal the CRB Administration recommendation to approve a REF application.&lt;br&gt;&lt;br&gt; 2. An appeal may be commenced by submitting a notice of appeal within 14 calendar days after the CRB Administration recommendation is posted to the CRB website. Note that the date of the recommendation and posting of the recommendation may be different due to the logistics of posting the recommendation to the website.&lt;br&gt;&lt;br&gt; 3. The notice of appeal must be accompanied by a resolution of Council in support of the appeal.&lt;br&gt;&lt;br&gt; 4. The reasons for the appeal must be included in the resolution and shall reference the section(s) of the CRB Regulation and/or the Capital Region Growth Plan that the submitted statutory plan does not conform.</td>
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### Description of CRB Administrative Procedures

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tr>
<td>5.</td>
<td>All appeals must be submitted by 4:30 pm at the CRB offices on or before the 14th day of the appeal period. If the 14th day falls on a weekend or statutory holiday, the appeal deadline is extended to the end of the next business day at 4:30 pm. A notice of appeal will be accepted by email at <a href="mailto:info@capitalregionboard.ab.ca">info@capitalregionboard.ab.ca</a> provided it includes a record of the Council resolution with the reasons for the appeal.</td>
</tr>
<tr>
<td>6.</td>
<td>If a notice of appeal is received within the appeal period CRB administration shall send the notice of appeal, including the Council resolution, by email to the applicant municipality, CRB members, and CAOs, within one business day of receipt the appeal. Further, the notice of appeal, including the Council resolution, will be posted to the CRB website.</td>
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<td>7.</td>
<td>An appeal period does not end with the submission of a notice of appeal. Appeals will continue to be accepted until the final day of the appeal period.</td>
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<tr>
<td>8.</td>
<td>If a REF application is appealed and the appeal period ends within 10 working days of an upcoming Board meeting, the REF will be added to the agenda of the following Board meeting.</td>
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<tr>
<td>9.</td>
<td>CRB Administration will present the appeal(s) at the Board meeting the REF application is presented. The municipality(s) that submitted the appeal will be identified by CRB Administration, however, they are under no obligation to speak to the appeal at the Board meeting.</td>
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</table>

#### Capital Region Board Review and Decision

An Application is considered by the Board if a CRB Administration Recommendation is to not approve the Application or if a member municipality appeals the CRB Administration Recommendation to approve an Application.

At a Board meeting, the Applicant Municipality and CRB Administration are offered an opportunity to inform the Board (Section 5.3 REF). The Board must, by consensus, approve or reject the Application. If consensus is not reached, a formal vote of the Board must be conducted in accordance with the Capital Region Board Regulation (Section 5.2 REF).

If an Application is reviewed by the Board, following a decision, CRB Administration will issue a letter to the Applicant Municipality indicating approval or rejection of the Application (copied to Board members, CRB Chair, CAOs and the Third Party reviewer).

Decisions of the Board taken under Section 22 of the Capital Region Board Regulation (approval of statutory plans) are final and not subject to appeal.
Regional Evaluation Framework (Ministerial Order L:270/10) Amendment

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.

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 subject motion was postponed by the Board until a meeting after the October 2013 municipal elections.
On November 14, 2013, the subject motion was postponed further by the Board until after the Board completed its Strategic Plan.

Administration Recommendation

CRB Administration does not support the subject motion.

Population and employment forecasts are an important indicator of growth in the region and should continued to be considered as part of the REF criteria in the review of statutory plans submitted by member municipalities. Considering the consistency of local projections with Growth Plan forecasts assists the Board in understanding the effectiveness of the Growth Plan policy framework.

It should be further noted that consideration of REF applications by the Board must be in the context of the whole Growth Plan and not just the population and employment criteria. In this regard, understanding the impact or consequence of a proposed forecast must be considered alongside the proposal’s ability to meet the objectives of the Plan as set out in the Regulation and the principles and policies of the Growth Plan.

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 29 day of NOVEMBER, 2010.

Hector Goudreau
Minister of Municipal Affairs

Alberta
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.
CRB Policy A001 – Email Distribution List

Motion

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

Background

- It is by request of some member municipalities that the CRB office make all CRB related information available to all elected officials.
PURPOSE
To make note of the administration of Board and Committee email distribution lists for the purposes of the distribution of Board and Committee documentation by CRB administration.

POLICY
Email distribution lists will be created for Board and Committee members, designated Board and Committee alternates, municipal Chief Administrative Officers (and equivalents) and designated Committee support persons.

GUIDELINES
1. CRB administration has in place distribution lists for the Board and Committees of the Board, in accordance with their approved memberships, along with appropriate support lists.

2. Requested changes to distribution lists are to be received in writing from the office of the CAO or the CAO designate.

3. CRB administration is responsible to maintain and update each of these lists at a minimum of once per month.

4. Email distribution lists are to be used for Capital Region Board purposes only.

5. Public access to the email distribution lists will be dealt with under the Freedom of Information and Protection of Privacy Act.
Committee Structure

Board

PERFORMANCE MONITORING COMMITTEE
- Growth Plan Update Task Force

CEO

CAO ADVISORY COMMITTEE

GOVERNANCE, PRIORITIES & FINANCE COMMITTEE

REGIONAL SERVICES COMMITTEE
- Housing Task Force
- Transit Task Force

LAND USE & PLANNING COMMITTEE
- Energy Corridors Task Force

Approved Nov. 14/13
Effective date: February 10, 2014
Approved by: Capital Region Board

SELECTION OF CHAIRS AND VICE CHAIRS
OF COMMITTEES AND TASK FORCES

PURPOSE

To establish procedures for selecting Chairs and Vice Chairs of CRB Committees and Task Forces.

GUIDELINES

1. At any meeting where elections for Chair or Vice-Chair are to occur for a committee or task force, the elections shall be by secret ballot. While the procedure below shall be used for the Chair and Vice-Chair, the Chair shall conduct the selection process for the Vice-Chair and the CEO or his designate shall conduct the selection process for the Chair.

2. You must be present to be nominated.

3. Anyone who is nominated must consent to the nomination.

4. The CEO will facilitate a secret ballot for each Committee or Task Force and each member will have one vote.

5. This will be a simple majority vote and the candidate with the most votes will be declared the winner.

6. The CEO and one other CRB staff member will count the votes. The actual vote count will remain confidential. The CEO will announce the winner.

7. In cases where there is a tie (same number of votes), then a second ballot will be conducted for only the candidates with a tie vote. If the candidates with a tie vote wish to place their names in a hat and draw for the successful candidate then this is acceptable. If more than a second ballot is required the process will continue until there is a candidate with a simple majority.

8. The ballots shall be destroyed after the election.

________________________
Chief Executive Officer
BACKGROUND
Facilitated by the CRB CEO, the CAO Advisory Committee exists to provide advice and strategic guidance to CRB Administration through to the Board.

MANDATE
As necessary, this committee will provide direction on priority projects that are undertaken by the CRB. In doing so, this committee will provide advice on project terms of references and work plans based on the scope and direction of the project. From time-to-time, this committee may review draft deliverables and supporting documents for completeness and to ensure project goals have been met. Review and comment of the implementation plans and advice on communication plans, may also be solicited.

MEMBERSHIP
The CAO Advisory Committee consists of the CAOs from the 24 member municipalities and the CRB CEO.

LEADERSHIP
The CRB CEO will Chair this Committee.

SUPPORT/ RESOURCES
Committees and task forces will be supported by the Chief Executive Officer, Capital Region Board staff and consultant resources, and others as determined by its mandate and the Board’s approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee or task force project.

MEETING FREQUENCY
The committee will meet at the call of the CRB CEO on an as-needed basis as Board issues and projects would benefit from CAO advice and awareness.

EX-OFFICIO
Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend a committee and/or task force meeting to contribute their expertise and knowledge towards a particular outcome.
DECISION-MAKING

Decisions, recommendations and actions determined by this committee/task force will be driven by the desired outcome to do what is in the best interests of the Capital Region.

[Signature]
Doug Lagore, Chief Executive Officer
BACKGROUND

This committee will provide leadership in the development and enhancement of integrated land use policy and planning through the completion of projects authorized by the Board.

MANDATE

Reporting to the Board, this standing committee will be responsible for the following:

**Business & Budget Planning**
- On an annual basis, recommend a rolling four year business plan and budget for the committee and its task forces to the Governance, Priorities and Finance Committee for consideration in the Board's annual business plan update

**Land Use Policy Leadership**
- Guide and oversee the implementation of the Land Use Plan through a policy framework that includes the integration of all strategic priorities of the Growth Plan
- Recommend suitable land use policies which are consistent with the Growth Plan
- Provide strategic advice to the Board for municipalities implementing regional Land Use Plan policies at the municipal level within the existing municipal planning processes
- Ensure that regional and community priorities guide decision-making and implementation

**Energy Corridors Task Force:**
- Provide policy oversight and guidance to the task forces
- Recommend intermediate updates and final reports to the Board

MEMBERSHIP

The committee will consist of 9 members: Edmonton, 2 Cities, 3 Counties, 2 Towns, and 1 Village as determined by the Board or as approved by the Board. Membership will be reviewed by the Board every two years.

LEADERSHIP

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. If there is a change in the committee's membership, the committee should review and select its Chair and Vice-Chair. At the end of a two year period, once the committee membership has been reviewed by the Board, the committees will also review and select its Chair and Vice-Chair. If applicable, task forces should also review and select its Chair and Vice-Chair every two years.

SUPPORT/RESOURCES

The CEO will support this Committee drawing upon CRB staff as required.
The committee/task force will also be supported by consultant resources, and others as determined by its mandate and the Board’s approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee project.

**MEETING FREQUENCY**

This committee shall meet bi-monthly or at the call of the Chair as warranted.

**AUTHORITY**

All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

Task forces that have been established under the guidance of a specific committee are expected to seek counsel and support for any motions by their sponsoring committee before proceeding to the Board for decision.

**EX-OFFICIO**

Non-Voting Ex Officio: CRB Chair.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend committee meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

**DECISION-MAKING**

Decisions, recommendations and actions determined by each committee/task force will be driven by the desired outcome to do what is in the best interests of the Capital Region. Only elected officials that are designated as voting members of a committee or task force, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass a motion (fifty percent plus one).

**QUORUM**

Quorum is defined as fifty percent plus one of standing membership.

**DISPUTE RESOLUTION**

The committee and task force Chairs are accountable for ensuring effective and collaborative committee operations and decision making. Where the Chair’s efforts are unable to resolve a dispute, the matter will be brought to the applicable standing committee or Board for discussion and resolution.

**COMMUNICATIONS**

The Chief Executive Officer will act as the single point of contact for all communications requests for the Board and will determine the appropriate level of response required. This may result in responses being
required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.

**STATUS OF MEETINGS**

Committee and task force meetings are open to the public including all members of the CRB (elected officials and their alternates), administrative representatives from all CRB member municipalities and members of the public. Committees and task forces may invite individuals from the province, industry, the general public or other Board/committee members to participate in specific agenda items. Committee and task force minutes are public records.

Section 602.08 (1) of the Municipal Government Act (MGA) states that the committee may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

*All members (elected and administrative) attending the in camera session shall respect the confidentiality of the in camera items.*

**REPORTING**

Committees and task forces are expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

**MEETING AGENDAS & MINUTES**

All meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format.

In general, meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.

All committees and task forces will include their meeting minutes with the next Board meeting agenda package.

\[Signature\]

Doug Lagore, Chief Executive Officer
BACKGROUND

This Committee will be expected to provide the best collective and strategic advice to the Board. In doing so, the Committee would be expected to consult with Board members and leverage expertise from Administration to provide the Board with timely advice related to: the Board’s strategic agenda and the need for and mandate for proposed task forces.

MANDATE

Reporting to the Board, this proposed standing committee will be responsible for the following:

**Business & Budget Planning**
- Facilitate processes to develop a four-year strategic plan, establish annual regional priorities and develop the rolling four-year business plan and budget
- Recommend a four-year rolling business plan and budget to the Board based on the Board’s strategic plan and input received from its members and standing committees
- Recommend the establishment of task forces to the Board as deemed necessary to fulfill the Board’s business plan

**Monitoring and Audit**
- Monitor and review the annual audit and report to the Board regarding financial performance on a regular basis
- Facilitate the development of the Annual Report and other reporting requirement of the legislative/regulatory framework
- Report to the Board regularly on overall results as achieved by its committees and task forces
- Meet with the Auditor independent of the administration at minimum on an annual basis

**Policy Advice**
- Formulate and recommend any positions and responses to provincial and federal issues (legislative, policy and program) affecting the CRB
- Recommend new/revised policies which will guide the CRB
- Assess current policies on a regular basis
- Recommend that the Board establish specific task forces which enable the CRB to get its business done, based in part on the advice received from the other standing committees
- Provide advice to the Board on governance issues
- Provide advice to guide the development of policy and procedures for the Board (i.e. corporate policy and by-laws)
- Recommend changes to the Board, Committee and Task Force meeting procedures as deemed necessary and timely
Intergovernmental Relations and Advocacy
- Inform and provide recommendations regarding legislative, policy and program issues and opportunities affecting the Board’s mandate and priorities to key federal and provincial governments
- Advocate to orders of government (Provincial and Federal) to ensure adequate and sustainable funding is available for regional priorities as established by the Board
- Support committees/task forces in fulfilling their mandate

Education, Communications and Capacity Building
- Identify and develop advocacy, education and communications strategies in order to raise awareness, bring clarity and/or gain support from various stakeholders to address specific challenges or opportunities.
- Support the development and implementation of strategies that help member municipalities to better understand the Board mandate, role, Growth Plan and strategic priorities
- Enable proactive consultation and communications with member municipalities

Succession Planning
- Advice relative to the timing and process of selection of the Board Chair and Chief Executive Officer

Regional Awareness & Relationships
- Raise awareness and understanding amongst regional stakeholders of the Board’s vision, role and mandate with respect to regional planning and growth management through the development and staged implementation of an education and communications strategy
- Build effective working relationships with stakeholders which enable progress toward regional priority initiatives, implementation of the Capital Region Growth Plan and the achievement of the Board’s mandate and vision
- Monitor stakeholders’ awareness and perception of the Board, its strategic direction, priorities and the Capital Region Growth Plan
- Get the message of the CRB out to the intended audiences

Growth Plan Update Project Task Force
- Provide policy oversight and guidance for this project
- Recommend intermediate updates and the final report to the Board.

Membership

This committee will consist of 9 members: Edmonton, 2 Cities, 3 Counties, 2 Towns and 1 Village as determined by the Board or as approved by the Board. Membership will be reviewed by the Board every two years.

Leadership

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. If there is a change in the committee’s membership, the committee should review and select its Chair and Vice-Chair.

At the end of a two year period, once the committee membership has been reviewed by the Board, the committees will also review and select its Chair and Vice-Chair. If applicable, task forces should also review and select its Chair and Vice-Chair every two years.
SUPPORT/RESOURCES

The CEO will support this Committee drawing upon CRB staff as required.

Committees and task forces will be supported by the Chief Executive Officer, Capital Region Board staff and consultant resources, and others as determined by its mandate and the Board’s approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee or task force project.

MEETING FREQUENCY

This committee shall meet bi-monthly or at the call of the Chair as warranted.

AUTHORITY

All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

Task forces that have been established under the guidance of a specific committee are expected to seek counsel and support for any motions by their sponsoring committee before proceeding to the Board for decision.

EX-OFFICIO

Non-Voting Ex Officio: CRB Chair.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend committee meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

DECISION-MAKING

Decisions, recommendations and actions determined by each committee/task force will be driven by the desired outcome to do what is in the best interests of the Capital Region. Only elected officials that are designated as voting members of a committee or task force, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass a motion (fifty percent plus one).

QUORUM

Quorum is defined as fifty percent plus one of standing membership.

DISPUTE RESOLUTION

The committee and task force Chairs are accountable for ensuring effective and collaborative committee operations and decision making. Where the Chair’s efforts are unable to resolve a dispute, the matter will be brought to the applicable standing committee or Board for discussion and resolution.
COMMUNICATIONS

The Chief Executive Officer will act as the single point of contact for all communications requests for the Board and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.

STATUS OF MEETINGS

Committee and task force meetings are open to the public including all members of the CRB (elected officials and their alternates), administrative representatives from all CRB member municipalities and members of the public. Committees and task forces may invite individuals from the province, industry, the general public or other Board/committee members to participate in specific agenda items. Committee and task force minutes are public records.

Section 602.08 (1) of the Municipal Government Act (MGA) states that the committee may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

All members (elected and administrative) attending the in camera session shall respect the confidentiality of the in camera items.

REPORTING

Committees and task forces are expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

MEETING AGENDAS & MINUTES

All meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format.

In general, meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.

All committees and task forces will include their meeting minutes with the next Board meeting agenda package.

[Signature]

Doug Lagone, Chief Executive Officer
BACKGROUND

This committee, which was referred to as the Agendas Committee in the Cuff Report (pg 62), is tasked with monitoring the Board’s progress towards its stated goals (Business and Strategic Plans, and Growth Plan), assessing the alignment of the Board’s activities in meeting its stated objectives, and making recommendations to the Board to improve its performance.

MANDATE

Reporting to the Board, this committee’s mandate is to:

- Monitor and report on the Board’s progress as set out in its approved business, strategic and Growth plans;
- Identify risks and issues that may be inhibiting the Board’s progress and propose solutions;
- Identify emerging issues and opportunities to the Board; and
- Identify where changes are needed or enhancements can be applied to further reinforce the progress of the Board’s collective efforts.

MEMBERSHIP

This committee will consist of 5 members: the Board Chair, the Chairs from the three standing committees of Governance, Priorities & Finance, Land Use & Planning and Regional Services, and a member at large. Membership will be reviewed by the Board every two years.

LEADERSHIP

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. At the end of a two year period, once the committee membership has been reviewed by the Board, the committee will also review and select its Chair and Vice-Chair. The Board Chair will not be eligible to Chair this committee.

SUPPORT/RESOURCES

The CEO will support this Committee drawing upon CRB staff as required.

MEETING FREQUENCY

The Committee will meet quarterly after a Board meeting or at the call of the Chair as warranted.

AUTHORITY

All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.
DETECTION-MAKING

Decisions, recommendations and actions determined by each committee/task force will be driven by the desired outcome to do what is in the best interests of the Capital Region. Only elected officials that are designated as voting members of a committee or task force, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass a motion (fifty percent plus one).

QUORUM

Quorum is defined as fifty percent plus one of standing membership.

COMMUNICATIONS

The Chief Executive Officer will act as the single point of contact for all communications requests for the Board and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.

STATUS OF MEETINGS

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*All members (elected and administrative) attending the in camera session shall respect the confidentiality of the in camera items.*

REPORTING

Committees and task forces are expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

MEETING AGENDAS & MINUTES

All meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format.

In general, meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.
All committees and task forces will include their meeting minutes with the next Board meeting agenda package.

Doug Lagore, Chief Executive Officer
BACKGROUND

The Regional Services Committee would act as an oversight body for regional services and non-land use projects as authorized by the Board.

MANDATE

Reporting to the Board, this standing committee will be responsible for the following:

Business & Budget Planning

- On an annual basis, recommend a rolling four year business plan and budget for the committee and its task forces to the Governance, Priorities and Finance Committee for consideration in the Board’s annual business plan update

Housing

- Guide and oversee the implementation of the Housing Vision and Plan through a policy framework that includes the integration of all strategic priorities of the Growth Plan
- Provide leadership for the development and implementation of an effective regional planning model to facilitate a greater supply of non-market and market affordable housing, based on need and priority, throughout the Region
- Provide leadership on behalf of the region to work with other orders of government to advocate for policy changes affecting the supply of non-market and market-affordable housing. This may include, but not limited to funding models, legislative or regulatory changes, programs, policies and priorities to effectively address the supply and distribution of non-market and market affordable housing in the Region
- Oversee the development of a monitoring and measurement framework that will report on housing trends in affordability, density, diversity of housing types and housing need
- Provide leadership in developing strategic partnerships with all stakeholders involved in enabling non-market and market affordable housing in the region
- Facilitate education and sharing of best practices among municipalities

Regional Transit

- Advocate and continually promote (under the policy guidance of the Board) the Capital Region’s Intermunicipal Transit Network Plan
- Represent regional transit interests while respecting and giving due consideration to local issues and preferences
- Provide oversight and policy guidance to the deployment of intermunicipal transit facilities and services ensuring that these are integrated and aligned with the region’s transportation needs and the Capital Region Board’s Land Use Plan
- Recommend priorities for deployment of regional capital and operating resources for regional transit projects
Transit and Housing Task Forces:
- Provide policy oversight and guidance to the task forces
- Recommend intermediate updates and final reports to the Board

MEMBERSHIP

This committee will consist of 9 members: Edmonton, 2 Cities, 3 Counties, 2 Towns, and 1 Village as determined by the Board or as approved by the Board. Membership will be reviewed by the Board every two years.

LEADERSHIP

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. If there is a change in the committee’s membership, the committee should review and select its Chair and Vice-Chair. At the end of a two year period, once the committee membership has been reviewed by the Board, the committees will also review and select its Chair and Vice-Chair. If applicable, task forces should also review and select its Chair and Vice-Chair every two years.

SUPPORT/RESOURCES

The CEO will support this Committee drawing upon CRB staff as required.

The committee/task force will also be supported by consultant resources, and others as determined by its mandate and the Board’s approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee project.

MEETING FREQUENCY

It is proposed that this committee meet bi-monthly or at the call of the Chair as warranted.

AUTHORITY

All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

Task forces that have been established under the guidance of a specific committee are expected to seek counsel and support for any motions by their sponsoring committee before proceeding to the Board for decision.

EX-OFFICIO

Non-Voting Ex Officio: CRB Chair.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend committee meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.
DECISION-MAKING

Decisions, recommendations and actions determined by each committee/task force will be driven by the desired outcome to do what is in the best interests of the Capital Region. Only elected officials that are designated as voting members of a committee or task force, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass a motion (fifty percent plus one).

QUORUM

Quorum is defined as fifty percent plus one of standing membership.

DISPUTE RESOLUTION

The committee and task force Chairs are accountable for ensuring effective and collaborative committee operations and decision making. Where the Chair’s efforts are unable to resolve a dispute, the matter will be brought to the applicable standing committee or Board for discussion and resolution.

COMMUNICATIONS

The Chief Executive Officer will act as the single point of contact for all communications requests for the Board and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.

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REPORTING

Committees and task forces are expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.
MEETING AGENDAS & MINUTES

All meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format.

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All committees and task forces will include their meeting minutes with the next Board meeting agenda package.

Doug Lagore, Chief Executive Officer
BACKGROUND

The purpose of the Regional Energy Corridors Study is to define a framework for accommodating Regional Energy Corridors within the Capital Region in a manner that is consistent and compatible with the principles and policies of the Capital Region Growth Plan.

MANDATE

The purpose of this task force is to oversee the development of the Regional Energy Corridors framework.

Deliverables

The task force will strive to complete and recommend the following deliverables to the Board, through the Land Use & Planning Committee:

1. Final Report – Report will document all information gathered, analyses carried out and conclusions and recommendations reached by July 2014
2. Executive Level presentation (PowerPoint) - the presentation will include the study objectives, process, key findings and recommendations

MEMBERSHIP

This task force membership will consist of 3 members: 1 City, 1 County and 1 Town.

Membership Terms

Task Force membership will be determined on a case-by-case basis. The Board will consider the project requirements and members who have a vested interest and/or expertise to enable the best possible outcome for a specific project. Whenever feasible, membership will remain consistent until project completion.

TERM

This task force was established in late 2013 with an expectation that the project deliverables will be recommended to the Board by the summer 2014.

LEADERSHIP

At its first meeting, the committee or task force will select its Chair and Vice-Chair from amongst its membership.
SUPPORT/RESOURCES
Committees and task forces will be supported by the Chief Executive Officer, Capital Region Board staff and consultant resources, and others as determined by its mandate and the Board’s approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee or task force project.

MEETING FREQUENCY
Specific to each task force, meeting frequency will be established to align with key milestone and delivery dates of the project where policy guidance and recommendations to the Board are required and, where warranted, at the call of the chair.

AUTHORITY
All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

Task forces that have been established under the guidance of a specific committee are expected to seek counsel and support for any motions by their sponsoring committee before proceeding to the Board for decision.

EX-OFFICIO
The Board Chair will be considered non-voting ex officio in all meeting groups with the exception of the Board and Performance Monitoring Committee.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend a committee and/or task force meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

DECISION-MAKING
Decisions, recommendations and actions determined by each committee/task force will be driven by the desired outcome to do what is in the best interests of the Capital Region. Only elected officials that are designated as voting members of a committee or task force, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass a motion (fifty percent plus one).

QUORUM
Quorum is defined as all three members.
DISPUTE RESOLUTION

The committee and task force Chairs are accountable for ensuring effective and collaborative committee operations and decision making. Where the Chair’s efforts are unable to resolve a dispute, the matter will be brought to the applicable standing committee or Board for discussion and resolution.

COMMUNICATIONS

The Chief Executive Officer will act as the single point of contact for all communications requests for the Board and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.

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All members (elected and administrative) attending the in camera session shall respect the confidentiality of the in camera items.

REPORTING

Committees and task forces are expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

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All committees and task forces will include their meeting minutes with the next Board meeting agenda package.

[Signature]
Doug Lagore, Chief Executive Officer

November 14, 2013
BACKGROUND

The goal for the 2015 Growth Plan update is to build on past successes and to create one plan for the Region rather than a plan that affects 24 municipalities. This requires a shift in thinking about being part of one metropolitan region: a CRB that works collaboratively to achieve the best outcomes for Regional citizens. The intent is to update and enhance the Growth Plan to allow the Board to accomplish more than each individual municipality competing on its own for scarce resources. Managing growth as one region is essential to ensuring the Region achieves its full economic potential in a global context. This is the CRB’s opportunity to get it right: capitalize on our collective capacity, strengths and distinctiveness of our communities by strategically investing in core and social infrastructure based on our shared vision for the future of the Capital Region.

MANDATE

Complete an integrated update of the Growth Plan for the upcoming 50 year timeframe.

Deliverables

The task force will strive to complete and recommend the following deliverables to the Board, through the Governance, Priorities and Finance Committee:

1. Shared Vision and Guiding Principles by April 30, 2014
2. Integrated policy framework to support growth management by December 31, 2014
3. Identification of 5 year infrastructure priorities by December 31, 2014
4. Monitoring and reporting framework for implementation by March 31, 2015
5. Roles and areas of responsibility and accountability among the different stakeholders by March 31, 2015
6. GIS data and information layers to support Growth Plan decision-making going forward by March 31, 2015

MEMBERSHIP

This task force membership will consist of 7 members: Edmonton, 2 Cities, 2 Counties, 1 Town and 1 Village.

Membership Terms

Task Force membership will be determined on a case-by-case basis. The Board will consider the project requirements and members who have a vested interest and/or expertise to enable the best possible outcome for a specific project. Whenever feasible, membership will remain consistent until project completion.
TERM
This task force will be established in 2014 with an expectation that the project deliverables will be recommended to the Board by July 2015.

LEADERSHIP
At its first meeting, the committee or task force will select its Chair and Vice-Chair from amongst its membership. At the end of a two year period, once the committee membership has been reviewed by the Board, the committees will also review and select its Chair and Vice-Chair. If applicable, task forces should also review and select its Chair and Vice-Chair every two years.

SUPPORT/RESOURCES
Committees and task forces will be supported by the Chief Executive Officer, Capital Region Board staff and consultant resources, and others as determined by its mandate and the Board’s approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee or task force project.

MEETING FREQUENCY
Specific to each task force, meeting frequency will be established to align with key milestone and delivery dates of the project where policy guidance and recommendations to the Board are required and, where warranted, at the call of the chair.

AUTHORITY
All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

Task forces that have been established under the guidance of a specific committee are expected to seek counsel and support for any motions by their sponsoring committee before proceeding to the Board for decision.

EX-OFFICIO
The Board Chair will be considered non-voting ex officio in all meeting groups with the exception of the Board and Performance Monitoring Committee.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend a committee and/or task force meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

DECISION-MAKING
Decisions, recommendations and actions determined by each committee/task force will be driven by the desired outcome to do what is in the best interests of the Capital Region. Only elected officials that are
designated as voting members of a committee or task force, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass a motion (fifty percent plus one).

**QUORUM**

Quorum is defined as fifty percent plus one of standing membership.

**DISPUTE RESOLUTION**

The committee and task force Chairs are accountable for ensuring effective and collaborative committee operations and decision making. Where the Chair’s efforts are unable to resolve a dispute, the matter will be brought to the applicable standing committee or Board for discussion and resolution.

**COMMUNICATIONS**

The Chief Executive Officer will act as the single point of contact for all communications requests for the Board and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.

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**REPORTING**

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Doug Lagore, Chief Executive Officer
BACKGROUND

The Capital Region Housing Plan describes the need for a rolling, ten-year regional housing plan that will identify the housing priorities for the Capital Region, develop policies and appropriate targets, monitor outcomes, and ensure the equitable distribution of affordable housing with a diverse range of built forms and tenure options. The Housing Plan also states that the development of this plan will be supported through sub-regional planning.

This project will identify the means and objectives of carrying out sub-regional and regional housing plans (e.g. coordination, collaboration, access to funding, logical distribution of resources, etc.), define the required contents of these plans, and establish the necessary roles and responsibilities.

MANDATE

The task force will investigate how municipalities within each of the Capital Region’s six sub-regions will work together with the provincial government to carry out the sub-regional planning required to develop and implement a regional housing plan. The task force will document the recommended objectives and content of sub-regional and regional housing plans.

Deliverables

The task force will strive to complete and recommend the following deliverables to the Board, through the Regional Services Committee:

1. Final Report that establishes planning objectives, processes, roles and responsibilities, along with any resource requirements related to the preparation of sub-regional and regional housing plans – February 2015
2. Implementation and Communications Plans - March 2015

MEMBERSHIP

For housing planning purposes, the Capital Region has been divided into six sub-regions. Therefore this task force will consist of 6 members – 1 from each sub-region. Each sub-region will select its own representative.

TERM

There is an expectation that all project deliverables will be recommended to the Board by April 2015.

LEADERSHIP

At its first meeting, the committee or task force will select its Chair and Vice-Chair from amongst its membership. At the end of a two year period, once the committee membership has been reviewed by the Board, the committees will also review and select its Chair and Vice-Chair. If applicable, task forces should also review and select its Chair and Vice-Chair every two years.
SUPPORT/RESOURCES

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MEETING FREQUENCY

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AUTHORITY

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EX-OFFICIO

The Board Chair will be considered non-voting ex officio in all meeting groups with the exception of the Board and Performance Monitoring Committee.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend a committee and/or task force meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

DECISION-MAKING

Decisions, recommendations and actions determined by each committee/task force will be driven by the desired outcome to do what is in the best interests of the Capital Region. Only elected officials that are designated as voting members of a committee or task force, or their designated alternate, may vote. Each member will have one vote.

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QUORUM

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DISPUTE RESOLUTION

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Doug Lagore, Chief Executive Officer

November 14, 2013
BACKGROUND
To prepare a business case that examines the feasibility and merits of forming a Regional Transit Commission for the Capital Region. The study is the second project to exploring different governance models to support the expansion of public transit within the Region in support the region’s growth plan.

MANDATE
The purpose of this task force is to oversee the development of the business case that will enable the three transit operators in the region to assess the feasibility and merits of establishing a Regional Transit Commission within the Alberta Capital Region. The costs and benefits at a regional level will be of interest to the CRB.

Deliverables
The task force will strive to complete and recommend the following deliverables to the Board, through the Regional Services Committee:
1. Final Report – Report will document all information gathered, analyses carried out and conclusions and recommendations reached in March 2014
2. Executive Level presentation (power point) - the presentation will include the study objectives, process, key findings and recommendations.

MEMBERSHIP
Membership for this project requires the participation and expertise of the 3 existing transit operators in the region and those who currently contract with the existing operators. This task force membership will consist of 7 members: the cities of Edmonton, Fort Saskatchewan, Leduc, St. Albert and Spruce Grove; Strathcona County and Sturgeon County.

Membership Terms
The Board will consider the project requirements and members who have a vested interest and/or expertise to enable the best possible outcome for a specific project. Whenever feasible, membership will remain consistent until project completion.

TERM
There is an expectation that the project deliverables will be recommended to the Board by the fall 2014.

LEADERSHIP
At its first meeting, the committee or task force will select its Chair and Vice-Chair from amongst its membership. At the end of a two year period, once the committee membership has been reviewed by the Board, the committees will also review and select its Chair and Vice-Chair. If applicable, task forces should also review and select its Chair and Vice-Chair every two years.
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MEETING FREQUENCY

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AUTHORITY

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EX-OFFICIO

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QUORUM

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DISPUTE RESOLUTION

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REPORTING

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All committees and task forces will include their meeting minutes with the next Board meeting agenda package.

Doug Lagore  Chief Executive Officer
Capital Region Board
2015 Growth Plan Update
Program Overview

PHASE 1
Background

- Project 1a-Growth Plan Review, Policy Evaluation and Gap Analysis
- Project 1b-Base Data and Core and Social Infrastructure data identification and assembly Line Spatial Data and Information Assembly
- Project 1c-Regional Jurisdictional Analysis
- Project 1ai-Consultation

PHASE 2
Policy Development for Plan Update

- Project 2a-Regional Modelling and Scenario Analysis
- Project 2b-Policy Development
- Project 2c-Consultation
- Project 2d-Growth Plan Preferred Development Scenario

PHASE 3
Draft the Growth Plan Update

- Project 3a-Draft the Plan Update

PHASE 4
Implementation Plan

- Project 4a-Consultation
- Project 4b-Implementation Policies
- Project 4c-Monitoring & Reporting
- Project 4d-Prepare FINAL Plan Update
- Project 4e-Transition Plan

PHASE 5
Communications Strategy and Plan

Submit Plan to the Province June 30, 2015

Guiding Principles for Update

TASK Force Review

BOARD

CRB Mtg Pkg1 Feb13/14
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## Milestones and Deliverables

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<th>Milestone or Deliverable</th>
<th>Scheduled Completion</th>
<th>Actual Completion</th>
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<tr>
<td>Initial Face to Face Meeting</td>
<td>Jan 23</td>
<td>January 23</td>
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<td>• Clarification Meeting of Jan 10th</td>
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<td>• Board orientation session of Jan 17th</td>
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<tr>
<td>Synthesis Paper Outlining Key Considerations</td>
<td>Feb 14</td>
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<tr>
<td>Environmental Scan</td>
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<tr>
<td>Summary of Stakeholder Engagement</td>
<td>Mar 21</td>
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<td>Early Draft Strategic Plan</td>
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<tr>
<td>Session 1: Vision Workshop</td>
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<td>Session 2: Context and Trends</td>
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<tr>
<td>Session 3: Where do we want to go?</td>
<td>June 6</td>
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<tr>
<td>Summary document</td>
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<tr>
<td>Draft plan</td>
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<tr>
<td>Deliver plan</td>
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<td>Board Session</td>
<td>Aug 15</td>
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# Quarterly Financial Report as at December 31, 2013-Prior to Year end adjustments

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<tr>
<th></th>
<th>2013 Annual Calendar Year Budget</th>
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<td><strong>Revenue</strong></td>
<td></td>
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</tr>
<tr>
<td>GOA Regular Grant</td>
<td>$3,000,000</td>
<td>$3,750,000</td>
</tr>
<tr>
<td>GOA Planning Intern Grant</td>
<td>$19,000</td>
<td>$19,000</td>
</tr>
<tr>
<td>GOA RCG Transit Governance</td>
<td>$165,000</td>
<td>$165,000</td>
</tr>
<tr>
<td>GOA RCP Growth Plan update</td>
<td>$500,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>GOA RCP Housing</td>
<td>$-</td>
<td>$230,000</td>
</tr>
<tr>
<td>Revenue Carryover from 2012</td>
<td>$92,669</td>
<td>$92,669</td>
</tr>
<tr>
<td>Contributed Services</td>
<td>$85,000</td>
<td>$85,000</td>
</tr>
<tr>
<td>Investment Income</td>
<td>$-</td>
<td>$5,389</td>
</tr>
<tr>
<td>Other Income</td>
<td>$-</td>
<td>$5,050</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$3,861,669</td>
<td>$4,852,108</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board and Committees</td>
<td>$335,000</td>
<td>$154,730</td>
</tr>
<tr>
<td>Honoraria</td>
<td>$225,000</td>
<td>$90,267</td>
</tr>
<tr>
<td>Travel</td>
<td>$50,000</td>
<td>$18,650</td>
</tr>
<tr>
<td>Meetings</td>
<td>$60,000</td>
<td>$45,813</td>
</tr>
<tr>
<td>Administration</td>
<td>$1,853,000</td>
<td>$1,662,898</td>
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<tr>
<td>Salaries/Benefits</td>
<td>$1,400,000</td>
<td>$1,217,559</td>
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<tr>
<td>Office Lease/Utilities</td>
<td>$245,000</td>
<td>$278,145</td>
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<tr>
<td>Legal &amp; Professional Fees</td>
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<td>Communications</td>
<td>$30,000</td>
<td>$34,984</td>
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<td>Travel</td>
<td>$40,000</td>
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<td>Office Supplies</td>
<td>$30,000</td>
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</tr>
<tr>
<td>Information Technology</td>
<td>$25,000</td>
<td>$19,352</td>
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<tr>
<td>Insurance</td>
<td>$5,000</td>
<td>$3,895</td>
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<tr>
<td>Meetings</td>
<td>$15,000</td>
<td>$7,797</td>
</tr>
<tr>
<td>Other expenses</td>
<td>$3,000</td>
<td>$3,217</td>
</tr>
<tr>
<td>Consulting Fees</td>
<td>$1,306,000</td>
<td>$452,705</td>
</tr>
<tr>
<td>Consulting Fees</td>
<td>$1,306,000</td>
<td>$452,705</td>
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<td>Regional Projects</td>
<td>$261,000</td>
<td>$182,088</td>
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<td>Economic Roadmap</td>
<td>$-</td>
<td>$-</td>
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<tr>
<td>Planning Intern</td>
<td>$11,000</td>
<td>$5,736</td>
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<td>Regional Transit Governance Study</td>
<td>$250,000</td>
<td>$176,352</td>
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<tr>
<td>Capital</td>
<td>$14,000</td>
<td>$7,440</td>
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<tr>
<td>Office Furniture/Equipment</td>
<td>$14,000</td>
<td>$7,440</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$3,769,000</td>
<td>$2,459,861</td>
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<tr>
<td><strong>Unallocated Project Funds</strong></td>
<td>$92,669</td>
<td>$2,392,247</td>
</tr>
<tr>
<td><strong>Surplus (Deficit)</strong></td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>
CRB 2013 Committee Minutes

Motion

*That the Capital Region Board accept the 2013 Committees’ Minutes.*

Background

- On November 14, 2013, the Board approved a new CRB Committee Structure. Prior to this approval, some CRB committees had meeting minutes from 2013 yet to be approved.

  Due to the dissolution of the old committees, CRB Administration is recommending that the Board accept these minutes for the inclusion into the CRB records.

Rationale

- This acceptance will allow CRB Administration to file these unresolved minutes into the CRB’s records for future reference.
### Housing Committee Meeting
**MINUTES**
June 20, 2013
9:00 am – 11:30 am
Edmonton Petroleum Club – Rainbow Room
11110 – 108 Street NW, Edmonton, AB

#### Attendees
<table>
<thead>
<tr>
<th>Name</th>
<th>City/Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Gibbons</td>
<td>City of Edmonton</td>
</tr>
<tr>
<td>Dana Smith</td>
<td>City of Leduc</td>
</tr>
<tr>
<td>Wes Brodhead</td>
<td>City of St. Albert</td>
</tr>
<tr>
<td>Paul Krauskopf</td>
<td>Town of Morinville</td>
</tr>
<tr>
<td>Karen Shaw</td>
<td>Sturgeon County</td>
</tr>
<tr>
<td>Peter Wlodarczak</td>
<td>Strathcona County</td>
</tr>
<tr>
<td>Dwight Ganske</td>
<td>Town of Stony Plain</td>
</tr>
<tr>
<td>Betty Glassman</td>
<td>Leduc County</td>
</tr>
<tr>
<td>Mel Smith</td>
<td>Town of Redwater</td>
</tr>
<tr>
<td>Rob Lee</td>
<td>Alberta Municipal Affairs</td>
</tr>
<tr>
<td>Gale Katchur</td>
<td>City of Fort Saskatchewan</td>
</tr>
</tbody>
</table>

#### Regrets
<table>
<thead>
<tr>
<th>Name</th>
<th>City/Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathryne Pharis</td>
<td>Village of Thorsby</td>
</tr>
<tr>
<td>Susan Taylor</td>
<td>Alberta Human Services</td>
</tr>
<tr>
<td>Daniel Warawa</td>
<td>Lamont County</td>
</tr>
</tbody>
</table>

#### Guests
<table>
<thead>
<tr>
<th>Name</th>
<th>City/Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daryl Kreuzer</td>
<td>City of Edmonton</td>
</tr>
<tr>
<td>Julianna Charchun</td>
<td>City of Edmonton</td>
</tr>
<tr>
<td>Troy Fleming</td>
<td>City of Fort Saskatchewan</td>
</tr>
<tr>
<td>Dennis Magnusson</td>
<td>Sturgeon Foundation</td>
</tr>
<tr>
<td>Lory Scott</td>
<td>City of St. Albert</td>
</tr>
<tr>
<td>Loretta Bertol</td>
<td>Alberta Municipal Affairs</td>
</tr>
<tr>
<td>Lynn Olenek</td>
<td>Heartland Housing Foundation</td>
</tr>
<tr>
<td>Yolande Shaw</td>
<td>Strathcona County</td>
</tr>
<tr>
<td>Jamie Sarasin</td>
<td>Strathcona County</td>
</tr>
<tr>
<td>Jo Szady</td>
<td>Parkland County</td>
</tr>
<tr>
<td>Lori-Anne St. Arnault</td>
<td>Meridian Foundation</td>
</tr>
<tr>
<td>Nancy Laing</td>
<td>Leduc Foundation</td>
</tr>
<tr>
<td>Kelly Wagar</td>
<td>CMHC</td>
</tr>
<tr>
<td>Greg Bounds</td>
<td>Capital Region Housing Corporation</td>
</tr>
</tbody>
</table>

#### CRB staff
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Lagore</td>
<td>Brendan Pinches</td>
</tr>
<tr>
<td>Allyson Jacques</td>
<td></td>
</tr>
</tbody>
</table>

#### Item | Topic
--- | ----
1.0 | Approval of Agenda

**Motion:** That the Housing Committee approves the agenda for June 20, 2013.
**Mover:** Mel Smith
**Approved**
## Approval of Minutes

**Motion:** That the Housing Committee approves the minutes of May 16, 2013.
**Mover:** Dwight Ganske
**Approved**

## 2013 Housing Committee Project Updates

### Our Affordable Future – Brendan Pinches, CRB Administration

CRB Administration continues to develop an implementation plan to associate some specific goals/action items to the report’s recommendations, outline associated strategies and timelines, and describe the roles and responsibilities of our stakeholders/partners. A July 26th presentation by CRB Administration and Greg Christenson to the Canadian Home Builders Association (CHBA) Government Relations Committee yielded a recommendation to their Board that partnership with the CRB be a priority of their organization. Discussions with CHBA, UDI and CMHC representatives will continue to shape the implementation plan, which will be presented to the Housing Committee in the fall of this year.

### Decision/Action:

**Motion:** That the Committee accepts the Housing Project Updates as information.
**Mover:** Gale Katchur
**Approved**

## New Agenda Items

### Decision/Action:

**Motion:** That the Committee move Agenda Item 4.2 to Item 4.1.
**Mover:** Mel Smith
**Approved**

### P3 Presentation – Neill McQuay, Alberta Infrastructure.

Neill McQuay delivered a detailed presentation informing the Housing Committee of the P3 concept and how the Government of Alberta implements it. He provided project examples and discussed the positive attributes, as well as the criticisms, of P3 projects. Neill opened up the floor for questions and discussion.

### Sub-Regional Planning Framework – Brendan Pinches, CRB Administration

Following the recently completed first phase of the Sub-Regional Planning Framework: Environmental Scan report, which surveyed the landscape of non-market and market affordable housing provision in the Capital Region, the Committee discussed the second phase, which will develop a standardized framework for identifying housing need that will guide the completion of sub-regional needs assessment studies. These studies will measure the need, demand and
availability of all types of accommodations across the housing continuum, including both market and non-market housing categories. From this information, core housing need, gaps in the current inventory, and future needs can be identified. This information is then used to generate corresponding plans and housing strategies. The Assessment Framework will be used by the six housing sub-regions within the Capital Region, with two studies initially undertaken within the Leduc and Strathcona/Fort Saskatchewan sub-regions.

The Committee reviewed the project terms of reference, discussed project funding and timing, and agreed that the work should proceed while the Committee is on hiatus until after the fall election.

<table>
<thead>
<tr>
<th>Decision/Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Motion:</strong> That CRB Administration pursue external grant funding prior to exhausting CRB funding designated to Phase 2 of the Sub-Regional Planning Framework project.</td>
</tr>
<tr>
<td><strong>Mover:</strong> Peter Wlodarczak</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
</tr>
</tbody>
</table>

4.3 **Kelly Wagar – Canada Mortgage and Housing Corporation**

CMHC Representative, Kelly Wagar, was invited to present the highlights from a recently-released Rental Market report that outlined the increasing pressure on rental properties in the Capital Region. Kelly also notified the Committee of an opportunity to register for a web forum dedicated to instructing municipalities how to develop their own Housing Action Plan.

5.0 **Round Table**

Meeting Adjourned @ 11:02 am
Advocacy & Communications Committee
MINUTES
June 27, 2013
12:00-2:00 p.m.
King’s University College, N101, Edmonton

Attendees:
Mayor Camille Berube, Town of Beaumont
Cllr Len Bracko, City of St. Albert
Mayor Anita Fisher, Town of Devon
Vice-Chair, Cllr Ed Gibbons, City of Edmonton
Cllr Don Iveson, City of Edmonton (arrived 12:10)

Mayor Gale Katchur, City of Fort Saskatchewan
Chair, Mayor Greg Krischke, City of Leduc
Mayor Bill Nimmo, Town of Gibbons
Cllr Bill Purdy, Village of Wabamun
Cllr Bonnie Riddell, Strathcona County
Cllr Karen Shaw, Sturgeon County

Regrets:
Mayor Stuart Houston, City of Spruce Grove

CRB staff:
Doug Lagore
Kim Wieringa

Guests:
Leslie Chivers, Sturgeon County
Colton Kirsop, City of Edmonton
Jeff Nixon, Synergist Communications
Mayor Don Rigney, Sturgeon County

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Call to Order</td>
</tr>
<tr>
<td></td>
<td>Decision/Action: Meeting called to order at 12:06 p.m. by Mayor Krischke, Committee Chair.</td>
</tr>
<tr>
<td></td>
<td>Opening Remarks</td>
</tr>
<tr>
<td></td>
<td>Chair Mayor Krischke welcomed everyone to the meeting. The Chair welcomed Mayor Katchur, Vice-Chair of the Regional Energy Infrastructure Sub-Committee who will now have formal representation on this Committee. Introductions of the Committee members and guests were made.</td>
</tr>
<tr>
<td>1.</td>
<td>Administrative</td>
</tr>
<tr>
<td></td>
<td>a) Confirmation of the Agenda</td>
</tr>
<tr>
<td></td>
<td>Mayor Nimmo moved that the agenda be approved by the Committee which was carried.</td>
</tr>
<tr>
<td></td>
<td>b) Minutes from May 23, 2013 Meeting</td>
</tr>
<tr>
<td></td>
<td>The minutes should be updated to include Mayor Berube as an attendee. Mayor Berube moved that the minutes be approved as amended which was carried.</td>
</tr>
<tr>
<td></td>
<td>Decision/Action: The meeting agenda was approved.</td>
</tr>
</tbody>
</table>
2. **CRB Chair’s Communication & Advocacy Requirements**

Each CRB Committee Chair identified their advocacy and communications requirements:

**Governance Committee:** There are no emerging requirements from this Committee.

**Land Use Committee:** The June 17th Letter from the Minister of Municipal Affairs, Minister Griffiths, has confirmed that the Integrated Regional Transportation System Study, Integrated Regional Master Plan and 30-Year Transit Service Plan have been formally been approved as part of the Growth Plan through Ministerial Order: L:037/13. As transportation priorities are finalized, it will be important to relay this information to the Minister of Transportation.

**Housing Committee:** Currently there are no communications or advocacy requirements from this Committee. The Northern Alberta Mayors’ and Reeves’ Caucus were provided copies of with the CRB’s recently completed housing reports (Sub-Regional Planning Framework - Phase 1: Environmental Scan and Our Affordable Future: Market Affordable Housing Policy Framework) for information. CRB Administration continues to engage representatives from the Urban Development Institute (UDI), Canadian Mortgage and Housing Corporation (CMHC) and Canadian Home Builders Association (CHBA) to develop an implementation plan to support the Our Affordable Future report. The Committee met last week which will be the last meeting until after the municipal election.

**Transit Committee:** The Committee is currently completing some work to update the GreenTRIP priorities list and once complete it will go to the Board for approval before being sent to the Province. Once completed, a fall meeting with the Ministers of Transportation and Municipal Affairs would be timely. Funding for the Region Smart Fare project would be well-timed as this project ramps up.

**Regional Energy Infrastructure Sub-Committee:** The Sub-Committee held its first meeting in June, discussed its strategy and asked CRB Administration to complete an inventory and map of energy assets/activities in the region that could be used to develop an information brochure. Over the summer, the Sub-Committee hopes to meet with Province, local MPs and industry to gather their thoughts as to the CRB can be most impactful. Leveraging previous presentation material, Mayors Houston and Krischke presented to the Northern Alberta’s Mayors’ & Reeves’ caucus June 21st which was well received. At the request of the Mayor of the Village of Burns Lake, the possibility of an outreach video conference is being investigated to share information between CRB municipalities and BC municipalities about living with pipelines and industry.

**Decision/Action:** CRB Administration will continue to support the advocacy priorities of the Board.

3. **2013-2016 Advocacy and Communications Strategic Plan**

The Committee reviewed the updated draft strategy that incorporated their comments from the May 23rd, 2013 meeting and made further suggestions including various activities that should be considered for 2014.

Mayor Berube moved “That the Advocacy & Communications Committee recommends the Advocacy and Communications Strategic Plan to the Board for approval” which was carried by the Committee.

**Decision/Action:** CRB Administration will amend the report based on the Committee’s
| 4. | **Advocacy Round Table**  
Committee members who do not represent a Committee were invited to share relevant information with the Committee.  
| **Decision/Action:** | No action required. |

| 5. | **Confirmation of Upcoming Meetings and Agenda Requirements**  
The Committee agreed to cancel the July meeting and to re-convene in August as scheduled. The August meeting agenda should include draft material from the 2013 workplan as well as a draft 2014 workplan.  
| **Next Committee Meeting:** | August 29, 2013, 12-2:00 p.m. at the Edmonton Petroleum Club |

**Meeting Adjourned at 1:09 p.m.**
Governance Committee  
MINUTES – MEETING  
August 13, 2013  
9:00 a.m. – Noon  
Petroleum Club, Pembina Room, Edmonton

Attendees:  
Mayor Linda Osinchuk, Strathcona County  
Councillor Cathy Heron, St. Albert  
Councillor Ed Gibbons, Edmonton  
Councillor Bill Purdy, Wabamun

Councillor Karen Shaw, Sturgeon County  
Mayor Mel Smith, Redwater  
Mayor Camille Berube, Chair, Beaumont

Absent:  
Reeve Woldanski, Lamont County

CRB staff:  
Doug Lagore, CEO  
Kim Wieringa, Project Manager  
Sharon Shuya, Project Manager  
Neal Sarnecki, Project Manager  
Brendan Pinches, Project Manager  
Charlene Chauvette, Office Manager  
Courtney Andrews, Executive Assistant  
Allyson Jacques, Administrative Assistant

Guests:  
Colton Kirsop, Edmonton  
Yolande Shaw, Strathcona County  
Councillor Vic Bidzinski, Strathcona County  
Councillor Dwight Ganske, Town of Stony Plain  
Peter Tarnawsky, Sturgeon County  
Councillor Betty Glassman, Leduc County  
Councillor Trina Jones, Town of Leduc  
Leslie Chivers, Sturgeon County  
Councillor Tom Flynn, Sturgeon County  
Mayor Nolan Crouse, City of St. Albert  
Alderman Dana Smith, City of Leduc  
Jeff Nixon, George B. Cuff & Associates  
George Cuff, George B. Cuff & Associates

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
</tr>
</thead>
</table>
| 1. | Call to Order & Opening Remarks  
Meeting called to order at 9:08 a.m. |

| Decision/Action: Motion: | That the Governance Committee approve the August 13, 2013 |
3. Approval of Meeting Minutes

<table>
<thead>
<tr>
<th>Decision/Action:</th>
<th>Motion: That the Governance Committee approve the June 17, 2013 meeting minutes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved By:</td>
<td>Mayor Smith, Town of Redwater</td>
</tr>
<tr>
<td>Motion carried unanimously</td>
<td></td>
</tr>
</tbody>
</table>

4. New Business

4.a. CRB Committee Structure Review

Mr. George Cuff presented his report on the CRB Committee Structure Review based on the Board’s request to review the current Committee Structure.
Mr. Cuff provided an introduction to the report followed by a summary of the collected interview comments.

<table>
<thead>
<tr>
<th>Decision/Action:</th>
<th>Moved By: Mayor Osinchuk, Strathcona County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion:</td>
<td>That the Governance Committee accept recommendations 11.1-11.13 as presented.</td>
</tr>
<tr>
<td></td>
<td>Motion carried unanimously</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moved By:</th>
<th>Councillor Karen Shaw, Sturgeon County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion:</td>
<td>That the Governance Committee table this issue until the October 8, 2013 Board Meeting.</td>
</tr>
<tr>
<td></td>
<td>Motion defeated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moved By:</th>
<th>Mayor Osinchuk, Strathcona County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion:</td>
<td>That the Governance Committee recommends Option B to the Capital Region Board.</td>
</tr>
<tr>
<td></td>
<td>Motion carried</td>
</tr>
</tbody>
</table>

Administration to provide supplementary information in regards to per diems and the cost of committee meetings to the Governance Committee for the September 16, 2013 meeting.

5. Motion to move in-camera (if required)

No in-camera items.

6. Motion to revert to public session
<table>
<thead>
<tr>
<th></th>
<th>Not required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td><strong>Next meeting – Monday, September 16 @ 9:00 a.m. Edmonton Petroleum Club</strong></td>
</tr>
</tbody>
</table>

Meeting Adjourned at 11:32 a.m.
LAND USE COMMITTEE MEETING MINUTES
August 29, 2013
9:00 a.m. – 12:00 p.m.
Rainbow Room, Edmonton Petroleum Club
11110 – 108 Street NW, Edmonton, AB

Members:
Anita Fisher, Town of Devon (Chair)
Linda Osinchuk, Strathcona County
Malcolm Parker, City of St. Albert
David Mackenzie, City of Leduc
Dwight Ganske, Town of Stony Plain
Gale Katchur, City of Fort Saskatchewan
Don Rigney, Sturgeon County
Larry Goodhope, Town of Beaumont
Mel Smith, Town of Redwater
Wayne Woldanski, Lamont County
Lisa Holmes, Town of Morinville
Ed Gibbons, City of Edmonton
Betty Glassman, Leduc County

Guests:
Nolan Crouse, City of St. Albert
Sarah Feldman, Strathcona County
Colton Kirsop, City of Edmonton
Jim Simpson, City of Spruce Grove
Collin Steffes, Sturgeon County
Laurie Johnson, Leduc County
Janel Smith, City of Fort Saskatchewan
Marcelo Figueira, City of St. Albert
Yolande Shaw, Strathcona County
Vic Bidzinski, Strathcona County
Leslie Chivers, Sturgeon County

Regrets:
Ivan Moore, Municipal Affairs
Jeff Acker, City of Spruce Grove

CRB Staff & Consultants:
Doug Lagore, CEO
Neal Sarnecki, Project Manager
Allyson Jacques, Administrative Assistant

1. CALL TO ORDER

Chair Mayor Fisher called the meeting to order at 9:04 am.

2. ADMINISTRATIVE

a) Adoption of the Agenda

Board Chair Crouse requested a few minutes at the beginning of the Agenda to address the Committee and Mayor Fisher added item 5b) Prioritization of the Transportation Master Plan Project update.
Motion: That the Committee adopts the August 29, 2013 Agenda as amended.
Moved by: Dwight Ganske, Stony Plain
Decision: Carried Unanimously

b) Committee Meeting Minutes – June 27, 2013

Motion: That the Committee adopts the June 27, 2013 Meeting Minutes, as amended.
Moved by: David MacKenzie, City of Leduc
Decision: Carried

3. ADVISORY GROUPS REPORTS

a) Planning Advisory Group (PAG) – August 12, 2013 Meeting Report

Motion: That the Committee accepts the PAG Meeting Report for information.
Moved by: Ed Gibbons, Edmonton
Decision: Carried

4. 2012 LAND USE COMMITTEE BUSINESS PLAN

a) Review REF Administration Report Implementation
   i. Recommendation 1 – CRB Administration Terms of Reference
   ii. Recommendation 2 – Pre-Application Review Policy & Procedures
   iii. Recommendation 4 – CRB Municipalities Terms of Reference

Motion: That the Pre-Application Review Policy & Procedures be amended by requiring the summary of comments by third party consultants be provided to the applicant municipality and be marked “confidential” and not shared outside the applicant municipality.
Moved by: Malcolm Parker, St. Albert
Decision: Carried

Motion: That the Committee receives the CRB Administration Terms of Reference, Pre-Application Review Policy & Procedures, as amended, and the CRB Municipalities Terms of Reference for information.
Moved by: Larry Goodhope, Beaumont
Decision: Carried

   iv. Recommendation 7 – Interpretation Guide
      1. Non-PGA Policy Clarification – Referred back to Committee by Board
Motion: Given the diversity of the rural communities, the Land Use Committee directs the Planning Advisory Group to review the following statement for inclusion in the Guide:

"Notwithstanding the difficulties in applying a standard criteria for Counties, the criteria outlined for Towns and Villages may be applied in assessing a REF application, at the request of the County submitting the REF application."

Moved by: Linda Osinchuk, Strathcona County
Decision: Carried

5. OLD BUSINESS

a) Land Use Committee Motion – May 23, 2013

“That the Land Use Committee have the Planning Advisory Committee look at the possibility of requiring Intermunicipal Development Plans in CCRAs or PGAs when statutory plans are submitted that fall on adjacent municipal borders.”

Motion: That the Land Use Committee not pursue a requirement for IDP’s in CCRAs or PGAs when statutory plans are submitted that fall on adjacent municipal borders.
Moved by: Dwight Ganske, Stony Plain
Decision: Carried

b) Prioritization of the Transportation Master Plan Project Update

CRB Administration provided a brief update on the project status.

6. ADJOURNMENT

Meeting adjourned at 9:51 a.m.
# TRANSIT Committee Meeting Minutes

**August 30, 2013**

9:30 am – 11:30 am  
Edmonton Petroleum Club, Rainbow Room  
11110 – 108 Street NW, Edmonton, AB

## Members:
- Councillor Don Iveson, *Edmonton*
- Councillor Len Bracko, *St. Albert*
- Councillor John Schonewille, *Leduc County*
- Mayor Don Rigney, *Sturgeon County*
- Councillor Peter Wlodarczak, *Strathcona County*
- Alderman Dana Smith, *Leduc*
- Alderman Jeff Acker, *Spruce Grove*
- Councillor Jacqueline Biollo, *Beaumont*

## Consultants:
- Hassan Shaheen, *ISL Engineering*
- Scott Baker, *AECOM*
- Eric Wolfe, *KPMG*
- Adam Reisler, *KPMG*

## Guests:
- Colton Kirsop, *Edmonton*
- Charlie Stolte, *ETS*
- Georgina Fairbank, *ETS*
- Matt Carpenter, *Strathcona County*
- Yolande Shaw, *Strathcona County*
- Kevin Wenzel, *Leduc*
- Mayor Nolan Crouse, *St. Albert*
- Councillor Wes Brodhead, *St. Albert*
- Glenn Tompolski, *St. Albert*
- Will Steblyk, *St. Albert*
- Amber Nicol, *Spruce Grove*
- Jim Simpson, *Spruce Grove*
- Robin Benoit, *Fort Saskatchewan*
- Councillor Tom Flynn, *Sturgeon County*
- Terry Cashin, *Sturgeon County*

## CRB Staff:
- Doug Lagore, *CEO*
- Sharon Shuya, *Project Manager*
- Allyson Jacques, *Administrative Assistant*

## Item | Topic
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**Opening Remarks**
Chair Don Iveson called the meeting to order at 9:07 a.m. Chair Iveson advised the committee that this will be the last meeting prior to the 2013 election in October. He spoke to the committee of his appreciation for Peter Wlodarczak as he will not be running for council again.

### 1.0 Approval of Agenda

**Motion:** That the Transit Committee approves the Agenda for August 30, 2013 as amended.  
**Moved by:** Councillor Jacqueline Biollo, *Beaumont*  
**Carried**

### 2.0 Approval of Minutes

**Motion:** That the Transit Committee approves the minutes of June 28, 2013.  
**Moved by:** Alderman Jeff Acker, *Spruce Grove*
<table>
<thead>
<tr>
<th>3.0</th>
<th><strong>2013 Transit Committee Projects</strong></th>
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<tbody>
<tr>
<td><strong>3.1 Regional Transit Governance Study- Business Case</strong></td>
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<td><strong>Motion:</strong> That the Transit Committee accepts the report as information.</td>
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<td><strong>Moved by:</strong> Councillor Peter Wlodarczak, Strathcona</td>
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<td><strong>Carried</strong></td>
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<tr>
<th>3.2</th>
<th><strong>Regional Fare Strategy - Smart Card Technology Procurement update</strong></th>
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<th>4.0</th>
<th><strong>Green TRIP – Prioritization Review</strong></th>
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<td><strong>Motion:</strong> That the RTC recommends the 2013 Green TRIP project to the CRB for approval and request a letter be sent to the Minister of Transportation as an update of the Region’s transit priorities.</td>
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<td><strong>Moved by:</strong> Councillor Peter Wlodarczak, Strathcona</td>
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<th>5.0</th>
<th><strong>New Business</strong></th>
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<td>Chair Don Iveson shared his concern on having a GOA representative present at all Transit Committee Meetings. For the past while, there has not been a representative at the meetings and he believes it was very beneficial to have them involved.</td>
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<td><strong>Action:</strong> Recommendation to CRB Administration to send a letter to the Deputy Minister regarding this concern.</td>
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| **Roundtable** |
| The committee members spoke words of thanks and appreciation to other members as well as CRB Administration for the last term and wished everyone luck if they decided to run in the upcoming election. |

| Chair Don Iveson adjourned the meeting at 11:36 a.m. |

Prepared by
Allyson Jacques
Administrative Assistant
Capital Region Board