Board Meeting Agenda
September 10, 2015 – 9:00 – 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 August 13, 2015
5. Transit Committee
   a. Household Travel Survey Presentation
6. Governance, Priorities & Finance Committee
   a. Board Committee Terms of Reference
      i. Advocacy and Monitoring Committee
         Recommended Motion: That the Capital Region Board approve the Advocacy & Monitoring Committee revised Terms of Reference, as recommended by the Governance Priorities & Finance Committee.
      ii. Housing Committee
         Recommended Motion: That the Capital Region Board approve the Housing Committee revised Terms of Reference, as recommended by the Governance Priorities & Finance Committee.
   b. Board Policy Review – G014
      Recommended Motion: That the Capital Region Board approve Policy G014 – Roles and Authorities of the Board Chair, Interim Chair and Vice-Chair, as recommended by the Governance Priorities & Finance Committee.
   c. CRB Membership Review Process
      Recommended Motion: That the Capital Region Board approve the amended Policy G019 – Capital Region Board Membership Review, as recommended by the Governance, Priorities and Finance Committee.
7. Housing Committee
   
a. Housing Symposium Update

8. Regional Services Committee
   
a. Approval of Minutes from Final Committee Meeting  Pg. 43 of 85
   
   **Recommended Motion:** That the Capital Region Board approve the final draft minutes from the Regional Services Committee meeting April 16, 2015.

9. Growth Plan Update
   
a. Regional Planning Approach  Pg. 45 of 85
   
   **Recommended Motion:** That the Capital Region Board approve the Regional Planning Approach that includes three inter-related elements: Growth Concepts, Metropolitan Growth Structure and a Tiered Planning Framework. The tiered planning framework includes a Metropolitan Core, a Metropolitan Area and Rural Area, as recommended by the Growth Plan Update Task Force.

   b. Policy Areas Framework  Pg. 47 of 85
   
   **Recommended Motion:** That the Capital Region Board approve the Policy Areas Framework to include: Economic Competitiveness and Employment, Agriculture, Natural Living Systems, Integration of Land Use and Infrastructure, Transit and Mobility, Community and Housing Choice and a separate area of Implementation, as recommended by the Growth Plan Update Task Force.

10. Board Information Requests Update  Pg. 56 of 85

11. Committee/Task Force Minutes
   
a. Governance, Priorities & Finance Committee – *Draft Minutes, Chair Update*  Pg. 61 of 85
   
b. Land Use & Planning Committee – *Draft Minutes, Chair Update*  Pg. 64 of 85
   
c. Growth Plan Update Task Force – *Draft Minutes, Chair Update*  Pg. 66 of 85

12. Administrative Items
   
a. CEO’s Update

13. Adjournment
Minutes of the meeting of
the Capital Region Board
held at Grand Ballroom, Chateau Louis Conference Centre
on Thursday, August 13, 2015

Delegates in Attendance:

Mayor Nolan Crouse – St. Albert/Chair
Mayor Camille Berube – Beaumont
Mayor Randy Boyd – Bon Accord
Mayor Karl Hauch – Bruderheim
Mayor Wally Yachimetz – Calmar
Mayor Stephen Lindop – Devon
Mayor Don Iveson – Edmonton
Mayor Gale Katchur – Fort Saskatchewan
Councillor Amber Harris – Gibbons
Mayor Bill Skinner – Lamont
Reeve Wayne Woldanski – Lamont County
Mayor Greg Krischke – Leduc
Mayor John Whaley – Leduc County

Councillor Carol Tremblay – Legal (alternate)
Councillor Stephen Dafoe – Morinville (alternate)
Mayor Rod Shaigec – Parkland County
Mayor Mel Smith – Redwater
Councillor Wayne Rothe – Spruce Grove (alternate)
Mayor William Choy – Stony Plain
Mayor Roxanne Carr – Strathcona County
Mayor Tom Flynn – Sturgeon County
Mayor Barry Rasch – Thorsby
Councillor Charlene Smylie – Wabamun (alternate)
Mayor Ralph van Assen – Warburg
Bruce McDonald – Government of Alberta

Absent:

CRB Administration:

Malcolm Bruce, CEO
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Stephanie Chai, Project Manager
Loreen Lennon, Communications Manager

Charlene Chauvette, Office Manager
Leslie Chivers, Operations Manager
Brandt Denham, GIS Coordinator
Amanda Borman, Executive Assistant
Lisa Saskiw, Administrative Assistant
1. Call to Order
   Called to order 9:00 a.m.

2. Chair’s Opening Remarks
   - Welcome MLA Mark Smith (Drayton Valley-Devon) and MLA Glen van Dijken (Barrhead-Morinville-Westlock); New CAO Laurie Hodge from Town of Bon Accord
   - Congratulations to Bon Accord for its Dark Sky Community designation
   - 2014/15 Annual Reports on the tables for each member
   - Thank you to Stony Plain for hosting the 2015 Capital Region Golf Tournament and to Fort Saskatchewan who has been appointed to host the 2016 Tournament
   - No announcement yet from the Province regarding the status of the GreenTRIP funding

3. Approval of Agenda
   Moved by Mayor Boyd. Accepted by Chair.
   Motion: To approve the Agenda of August 13, 2015.
   Motion carried unanimously.

4. Approval of Minutes
   Moved by Mayor Berube. Accepted by Chair.
   Motion: To approve the Minutes of June 11, 2015.
   Motion carried unanimously.

5. Advocacy & Monitoring Committee

   a. Updated Three-Year Advocacy and Communications Strategic Plan

      Moved by Mayor Krischke.Accepted by Chair.
      Motion: That the Capital Region Board approve the Three-Year Advocacy and Communications Strategic Plan 2015-18 as updated and approved by the Advocacy & Monitoring Committee July 9, 2015.
      Motion carried unanimously.
b. Capital Region Brunch July 23, 2015

It was approved by unanimous consensus that the Capital Region Board receive the Capital Region Brunch July 23, 2015 review as information.

6. Governance, Priorities & Finance Committee

a. Policy Review (G010)

Moved by Mayor Berube. Accepted by Chair.

Motion: That the Capital Region Board approve the update to Policy G010 and subsequently conduct the Board Chair Review, as recommended by the Governance, Priorities & Finance Committee.

Mayor Carr, Strathcona County, put forward a friendly amendment to include “Nominee withdrawal and a second vote in case there is a withdrawal from a nominee” to the policy for further clarification. The friendly amendment was accepted.

Motion: That the Capital Region Board approve the update to Policy G010, as amended and subsequently conduct the Board Chair Review, as recommended by the Governance, Priorities & Finance Committee.

Motion carried.

b. Review of Committee Structure

Moved by Mayor Berube. Accepted by Chair.

Motion: That the Capital Region Board maintain the current committee membership and direct administration to bring the committee structure review back after the completion of the Growth Plan Update, as recommended by the Governance, Priorities & Finance Committee.

Motion carried unanimously.

c. Business Plan

Moved by Mayor Berube.Accepted by Chair.

Motion: That the Capital Region Board approve the Capital Region Board 2015/19 Business Plan, as recommended by the Governance, Priorities & Finance Committee.

Motion carried unanimously.
Information Request: Identify any discretion that can be given around the AMC Retreat as retreat implies a closed session.

7. Housing Committee
   
a. Housing Symposium Update
   
   It was approved by unanimous consensus that the Capital Region Board receive the Housing Symposium Update as presented by Ms. Stephanie Chai.

8. Land Use & Planning Committee
   
a. Annual Transportation Prioritization Report
   
   Moved by Mayor Flynn. Accepted by Chair.

   Motion: That the Capital Region Board approve the 2015 Update to the Prioritization of Regional Transportation Projects Report as recommended by the Land Use & Planning Committee.

   Mayor Don Iveson, Edmonton, moved an amendment to the motion. Amendment accepted by Chair

   Amended Motion: That the Regional Transportation Projects Report be amended to include the Manning Drive/Meridian Street interchange, and that CRB Administration adjust the report and prioritization accordingly.

   Motion carried unanimously.

   Motion: That the Capital Region Board approve the 2015 Update to the Prioritization of Regional Transportation Projects Report, as amended and as recommended by the Land Use & Planning Committee.

   Motion carried unanimously.

8. Transit Committee
   
a. Specialized Transit Update
   
   It was approved by unanimous consensus that the Capital Region Board receive the Specialized Transit Update as presented by Mr. Neal Sarnecki.

   b. Joint CRP Meeting Update
   
   It was approved by unanimous consensus that the Capital Region Board receive the Joint CRP Meeting Update as presented by Mr. Neal Sarnecki.
9. Growth Plan Update Task Force

It was approved by unanimous consensus that the Capital Region Board receive the Growth Plan Update as presented by Task Force Chair, Mayor Roxanne Carr.

10. Board Information Requests Update

11. Committee/Task Force Minutes

   a. Advocacy & Monitoring Committee – *draft minutes and Chair update provided*
   b. Governance, Priorities & Finance Committee – *draft minutes and Chair update provided*
   c. Housing Committee – *draft minutes*
   d. Land Use & Planning Committee – *draft minutes*
   e. Growth Plan Update Task Force – *draft minutes and Chair update provided*

12. Review of CRB Chair

Chair Crouse relinquished the Chair position to Vice-Chair Mayor Berube.

Members completed the poll and Mayor Nolan Crouse will remain the Board Chair until the next set of Municipal elections in 2017.

    Moved by Mayor Boyd. Accepted by Vice-Chair.

    Motion: That the poll sheets be destroyed by administration.

    Motion carried unanimously.

CRB Vice-Chair Berube, relinquished the Chair position back to Chair Mayor Crouse.

13. Administrative Items

   a. CEO’s Update

       • September Board meeting will see the return of the Economic Development Initiative and the Membership Review
       • CEO Tour kicks off August 17, areas of conversation will be Growth Plan Update, Membership Review and Economic Development
       • Budget prep is underway; committees will be reviewing their work plans over the next month and forwarding their recommendations to the Governance, Priorities & Finance Committee.

   b. Quarterly Financial Statement

      It was approved by unanimous consensus that the Capital Region Board receive the Quarterly Financial Statement as presented by CEO, Malcolm Bruce.
14. Adjournment

The Chair declared the meeting adjourned at 11:00 a.m.

_______________________  _______________________
CRB Chair, Nolan Crouse    CRB CEO, Malcolm Bruce
Revised Terms of Reference – Advocacy & Monitoring Committee

Recommended Motion

That the Capital Region Board approve the Advocacy & Monitoring Committee revised Terms of Reference, as recommended by the Governance Priorities & Finance Committee.

Background

On May 14, 2015, The Capital Region Board approved the following two motions;

That the Capital Region Board revert the Housing Task Force back to a Standing Committee of the Board effective immediately, as recommended by the Regional Services Committee.

And,

That the Capital Region Board disband the Regional Services Committee effective immediately and that its mandate and authorities be terminated, as recommended by the Regional Services Committee.

Because of these changes, the Terms of Reference for Advocacy & Monitoring need to be updated to reflect the change in the Committee membership, which aligns with the new Board Committee structure.

On July 9, 2015, the Advocacy and Monitoring Committee approved the following motion;

That the Advocacy & Monitoring Committee recommend the revised Terms of Reference to the Governance Priorities & Finance Committee, through to the Capital Region Board for review and approval.

On August 20, 2015, the Governance, Priorities & Finance Committee recommended the revised Terms of Reference to the Capital Region Board for review and approval. The Governance, Priorities & Finance Committee recommended one change, which allows for the Advocacy and Monitoring Committee to support the Board Chair in review of the CRB CEO.

Attachment:

1. Advocacy & Monitoring Committee Terms of Reference
BACKGROUND
This committee provides the leadership for monitoring and reporting of the Board’s progress towards its stated goals (Business and Strategic Plans, and Growth Plan), 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
- Identify where changes are needed or enhancements can be applied to further reinforce the progress of the Board’s collective efforts
- Oversee, monitor and report on the Board’s progress in education, communications, advocacy and relationship building as set out in its approved advocacy and communications plan
  - Policy Advice - Formulate and recommend any positions and responses to provincial and federal issues (legislative, policy and program) affecting the CRB
  - 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 government departments
- Participate in the annual performance review of the CRB CEO in conjunction with the Board Chair

MEMBERSHIP
This committee will consist of: the Board Chair, the Chairs from the standing Committees, the City of Edmonton, and a member at large. Membership will be reviewed by the Board every two years. No municipality shall have more than one voting representative on the committee at any time.

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 administration 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.

**DECISION-MAKING**

Decisions, recommendations and actions determined by this committee will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the committee, or their designated alternate, may vote. Each member of the committee will represent their respective standing committees (standing committee Chairs) or the Board (Board Chair, member at large, and the City of Edmonton) and will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass (50 percent plus one).

**QUORUM**

Quorum is defined as 50 percent plus one of standing membership.

**DISPUTE RESOLUTION**

The committee Chair is 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 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 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. The committee may invite individuals from the Province, industry, the general public or other Board/committee members to participate in specific agenda items. Committee 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

The committee is 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 AND 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.

The committee will include its meeting minutes with the next Board meeting agenda package.

Nolan Crouse, Board Chair

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**BACKGROUND**

This committee provides the leadership for monitoring and reporting of the Board’s progress towards its stated goals (Business and Strategic Plans, and Growth Plan), 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
- Identify where changes are needed or enhancements can be applied to further reinforce the progress of the Board’s collective efforts
- Oversee, monitor and report on the Board’s progress in education, communications, advocacy and relationship building as set out in its approved advocacy and communications plan
  - Policy Advice - Formulate and recommend any positions and responses to provincial and federal issues (legislative, policy and program) affecting the CRB
  - 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 government departments
- Participate in the annual performance review of the CRB CEO in conjunction with the Board Chair

**Membership**

This committee will consist of seven members: the Board Chair, the Chairs from the four standing committees of Governance, Priorities & Finance, Land Use & Planning, Regional Services and Transit, the City of Edmonton, and a member at large. Membership will be reviewed by the Board every two years. No municipality shall have more than one voting representative on the committee at any time.

**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 administration 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.

DECISION-MAKING
Decisions, recommendations and actions determined by this committee will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the committee, or their designated alternate, may vote. Each member of the committee will represent their respective standing committees (standing committee Chairs) or the Board (Board Chair, member at large, and the City of Edmonton) and will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass (50 percent plus one).

QUORUM
Quorum is defined as 50 percent plus one of standing membership.

DISPUTE RESOLUTION
The committee Chair is 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 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 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. The committee may invite individuals from the Province, industry, the general public or other Board/committee members to participate in specific agenda items. Committee 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**

The committee is 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 AND 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.

The committee will include its meeting minutes with the next Board meeting agenda package.

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Nolan Crouse, Board Chair

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Revised Terms of Reference – Housing Committee

Recommended Motion

That the Capital Region Board approve the Housing Committee revised Terms of Reference, as recommended by the Governance Priorities & Finance Committee.

Background

- On May 14, 2015, the Capital Region Board approved the following two motions:

  *That the Capital Region Board revert the Housing Task Force back to a Standing Committee of the Board effective immediately, as recommended by the Regional Services Committee.*

  And,

  *That the Capital Region Board disband the Regional Services Committee effective immediately and that its mandate and authorities be terminated, as recommended by the Regional Services Committee.*

- The two year review for the membership of all Board Committee is currently scheduled for November 2015.

- On July 24, 2015, the Housing Committee recommended the revised Terms of Reference to the Governance, Priorities & Finance Committee, through to the Capital Region Board.

- On August 20, 2015, the Governance, Priorities & Finance Committee recommended the revised Terms of Reference to the Capital Region Board for review and approval.

Rationale

- Because of these changes, the Terms of Reference for the Housing Committee need to be updated to reflect the new change in committee status, which now aligns with the new Board Committee structure.

- The amended Terms of Reference for the Housing Committee are attached for review and recommendation.
BACKGROUND
The Capital Region Housing Plan describes the need for a rolling, 10-year regional housing plan that will identify the housing priorities for the Capital Region and that the development of this plan will be supported through sub-regional planning. Additional responsibilities outlined in the Capital Region Housing Plan include the Board’s role to facilitate education opportunities and the sharing of best practices among municipalities, and to provide leadership in the development of housing policy.

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

Business and 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 Policy Leadership
- Guide and oversee the implementation of the Housing Plan through a policy framework that includes the integration of all strategic priorities of the Growth Plan
- Provide leadership in the development of the Housing Plan to support the needs of the Region
- Recommend suitable housing policies that are consistent with the Growth Plan
- Ensure that regional and community priorities guide decision-making and implementation
- Facilitate educational opportunities and events in alignment with the existing Capital Region Housing Plan
- Work collaboratively with committees and task forces of the Board to ensure greater coordination and integration of planning occurs to ensure Housing Plan goals are being met.

MEMBERSHIP
Membership requires the participation and expertise of the Capital Region housing six sub-regions. This committee will consist of six members, one from each sub-region. Each sub-region will select its own representative.

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 each 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.
**Support/Resources**

The CEO will support this committee drawing upon CRB administration as required.

This committee will 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.

**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 the committee will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the committee, 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 (50 percent plus one).

**Quorum**

Quorum is defined as 50 percent plus one of standing membership.

**Dispute Resolution**

The committee Chair is 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 Board for discussion and resolution.

**Communications**

The Chief Executive Officer will act as the single point of contact for all communications requests for this committee 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 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. Individuals from the Province, industry, the general public or other Board/committee members may be invited to participate in specific agenda items. Committee 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**

This committee is 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 AND 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.

The committee will include its meeting minutes with the next Board meeting agenda package.

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_Nolan Crouse, Board Chair_

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BACKGROUND

The Capital Region Housing Plan describes the need for a rolling, 10-year regional housing plan that will identify the housing priorities for the Capital Region and that the development of this plan will be supported through sub-regional planning. Additional responsibilities outlined in the Capital Region Housing Plan include the Board’s role to facilitate education opportunities and the sharing of best practices among municipalities, and to provide leadership in the development of housing policy.

MANDATE

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

Business and 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 Policy Leadership
• Guide and oversee the implementation of the Housing Plan through a policy framework that includes the integration of all strategic priorities of the Growth Plan
• Provide leadership in the development of a sub-regional housing model and regional the Housing Plan to support the needs of the Region
• Recommend suitable housing policies, and facilitate that are consistent with the Growth Plan
• Ensure that regional and community priorities guide decision-making and implementation
• Facilitate educational opportunities as identified and events in alignment with the existing Capital Region Housing Plan.

Deliverables
• This Work collaboratively with committees and task force will oversee the completion and recommendation forces of the following deliverables to the Board, through the Regional Services Committee:

Sub-regional to ensure greater coordination and integration of planning framework
• Phase 1 - Background
• Phase 2 - Needs assessment studies
• Phase 3 - Sub-regional housing planning model
• Phase 4 - Regional housing plan

• The 2014 ReEnvision occurs to ensure Housing Symposium Plan goals are being met.

MEMBERSHIP
The Board will consider membership requires the project requirements participation 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.

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

The Board will consider membership requires the project requirements participation 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.

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

**Terms of Reference**

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

**Leadership**

At its first meeting, the task force 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 each 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.

**Support/Resources**

The CEO will support this committee drawing upon CRB administration as required.

This task force will be supported by the Chief Executive Officer, Capital Region Board administration 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 the task force committee project.

**Meeting Frequency**

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

**Authority**

This task force has been established under the guidance of the Board and is expected to seek counsel and support for any motions by this committee before proceeding therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

**Ex-officio**

The Board Chair will be considered a non-voting ex-officio member of this task force: CRB Chair.
Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend task force committee meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

**DECISION-MAKING**

Decisions, recommendations and actions determined by the task force committee will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the task force committee, 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 (50 percent plus one).

**QUORUM**

Quorum is defined as 50 percent plus one of standing membership.

**DISPUTE RESOLUTION**

The task force committee Chair is accountable to ensure 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 Regional Services Committee Board for discussion and resolution.

**COMMUNICATIONS**

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

**STATUS OF MEETINGS**

Task force Committee 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. Individuals from the Province, industry, the general public or other Board/committee members may be invited to participate in specific agenda items. Task force Committee 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**

This task force committee is expected to provide the Regional Services Committee 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 AND 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.

The task force committee will include its meeting minutes with the next Board meeting agenda package.

______________________________
Nolan Crouse, Board Chair

<table>
<thead>
<tr>
<th>Date</th>
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<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 24, 2015</td>
<td>Updated</td>
<td>Changed verbiage regarding membership due to the Regional Services Committee being disbanded and the Housing Task Force reverting back to a Committee.</td>
</tr>
</tbody>
</table>
Policy Amendments

**Recommended Motion**

*That the Capital Region Board approve Policy G014 – Roles and Authorities of the Board Chair, Interim Chair and Vice-Chair, as recommended by the Governance Priorities & Finance Committee.*

**Background**

The Capital Region Board establishes a consistent approach and philosophy for the development and approval of policies according to Policy G001 - Policy Development. Since 2010, the Board has approved corporate policies pertaining to administration, finance, governance, and human resources.

**Rationale**

In 2014, the CRB reviewed and approved 32 corporate policies to update and align with the Capital Region Board’s new committee structure approved in 2013. The CRB policy review updated existing policy with comments from member municipalities and administrative changes.

Policies and procedures continue to be updated as a result of the 2013 CRB committee structure Board decision and developed based on Board direction and needs. The attached includes key policies to be reviewed by the Governance, Priorities & Finance Committee for Board approval.

Highlighted throughout Policy G014 – Technical changes were made to ensure constancy with other policies.

The Governance, Priorities and Finance Committee recommended:

- that clarity be provided in the section describing Position Summary
- the Board Chair should conduct the review of the CRB CEO in conjunction with the Advocacy & Monitoring Committee
- the section describing remuneration be removed and attached as Schedule A

**Attachments:**

1. Policy G014 – Roles and Authorities if the Board Chair, Interim Chair and Vice-Chair
Policy G014

ROLES AND AUTHORITIES OF THE BOARD CHAIR, INTERIM CHAIR AND VICE-CHAIR

PURPOSE

This policy clarifies the Board Chair’s or Interim Board Chair, and Vice-Chair’s role and responsibilities.

POLICY

This role description outlines the delegated authorities provided to the Board Chair or Interim Board Chair required to carrying out his/her duties on behalf of the Board and ensure compliance with the Capital Region Board Regulation and any Ministerial Orders that are active.

GUIDELINES

1. POSITION SUMMARY

   The Chair will promote awareness and ensure the implementation of the Board’s mandate, goals, and established outcomes of the Capital Region Growth Plan and develop and maintain effective relationships and communication with member municipalities, government and key stakeholders.

   The Chief Executive Officer reports to the Chair.

2. AUTHORITIES

   The Capital Region Board was created in April 2008 with the promulgation by the Province of Alberta of the Capital Region Board Regulation. The Board is defined as a corporation that has some of the powers and duties of a regional services commission under the Municipal Government Act. The Regulation, as updated periodically by the Province, outlines the authorities and responsibilities of the Board including the requirement to prepare and implement the Capital Region Growth Plan and the administration of the Regional Evaluation Framework. The Regulation and CRB Policies govern the overall operations of the Board.

   In accordance with CRB Policy G005 Board Meeting Procedures, the Chair has voting rights as a member of the Capital Region Board representing his/her municipality. The Chair may participate in debate on any matter before the Board by relinquishing the Chair. The Chair may make a motion on any matter on the agenda but before doing so, the Chair must relinquish the chair to the Vice-Chair until the vote on the motion has been taken.

3. RESPONSIBILITIES

   • Responsible to the members of the Capital Region Board.
   • Ensures that the Board members are aware of their responsibilities under the Capital Region Board Regulation.
   • Prepare for and Chair meetings of the Capital Region Board in accordance with the Capital Region Board Regulation and CRB Policies.
• On behalf of the Board, ensure that the Chief Executive Officer is satisfactorily carrying out his/her duties and is responsible for the annual performance review of the CEO with support from Advocacy, Monitoring Committee.
• Shall be designated by the Board and in CRB policies as one of the signing officers for certain Board documents.
• The Chair is non-voting ex-officio on all Board committees and task forces.
• When required, represents the Capital Region Board to the federal and provincial governments, other stakeholders and attends external events.

4. TIME COMMITMENT

Properly performing the duties of the Chair will require a time commitment of between three and four working days per month.

5. REMUNERATION

Remuneration is outlined in Schedule A

6. BOARD VICE-CHAIR

In instances when the Chair rescinds his/her role during a Board meeting (refer to Policy G005) or at any other time, the Board Vice-Chair is authorized to perform the responsibilities and have the authority of the Board Chair.

Nolan Crouse, Board Chair

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<tr>
<td>August 31, 2015</td>
<td>Revised</td>
<td>Incorporated input from Governance, Priorities and Finance Committee</td>
</tr>
</tbody>
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SCHEDULE A

REMUNERATION

An elected Board chair will be paid a retainer of $2,000 per month. The Chair will also be permitted to claim per diems and travel expenses for Board, committee, and task force meetings (i.e. $200 per day). Per diems, travel and parking will be reimbursed in compliance with the CRB Policy G003 Remuneration and Expenses Board and Committee and Task Force Members. Parking at the CRB office building will be provided.
POLICY

This policy clarifies the Board Chair’s or Interim Board Chair, and Vice-Chair’s role and responsibilities.

GUIDELINES

1. POSITION SUMMARY

The Chair of the Capital Region Board is responsible for overseeing the implementation of the Capital Region Growth Plan and in so doing will ensure that the Capital Region Board satisfies the requirements of the Capital Region Board Regulation (Regulation).

The Chair will promote awareness and ensure the implementation of the Board’s mandate, goals, and established outcomes of the Capital Region Growth Plan and develop and maintain effective relationships and communication with member municipalities, government and key stakeholders.

The Chief Executive Officer reports to the Chair.

2. AUTHORITIES

The Capital Region Board was created in April 2008 with the promulgation by the Province of Alberta of the Capital Region Board Regulation. The Board is defined as a corporation that has some of the powers and duties of a regional services commission under the Municipal Government Act. The Regulation, as updated periodically by the Province, outlines the authorities and responsibilities of the Board including the requirement to prepare and implement the Capital Region Growth Plan and the administration of the Regional Evaluation Framework. The Regulation and CRB Policies govern the overall operations of the Board.

In accordance with CRB Policy G005, Board Meeting Procedures, the Chair has voting rights as a member of the Capital Region Board representing their municipality. The Chair may participate in debate on any matter before the Board by relinquishing the Chair. The Chair may make a motion on any matter on the agenda but before doing so, the Chair must relinquish the chair to the Vice-Chair until the vote on the motion has been taken.
3. RESPONSIBILITIES

- Responsible to the members of the Capital Region Board.
- Ensures that the Board members are aware of their responsibilities under the Capital Region Board Regulation.
- Prepare for and Chair meetings of the Capital Region Board in accordance with the Capital Region Board Regulation and CRB Policies.
- On behalf of the Board, ensure that the Chief Executive Officer is satisfactorily carrying out his/her duties and is responsible for the annual performance review of the CEO with support from Advocacy, Monitoring Committee.
- Shall be designated by the Board and in CRB policies as one of the signing officers for certain Board documents.
- The Chair is non-voting ex-officio on all Board Committees and Task Forces.
- When required, represents the Capital Region Board to the federal and provincial governments, other stakeholders and attends external events.

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Properly performing the duties of the Chair will require a time commitment of between three and four working days per month.

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An elected Board chair will be paid a retainer of $2,000 per month. The Chair will also be permitted to claim per diems and travel expenses for Board Committees and task force meetings (i.e. $200 per day). Per diems, travel and parking will be reimbursed in compliance with the CRB’s Policy G003 Remuneration Policy and Expenses Board and Committee and Task Force Members. Parking at the CRB office building will be provided.

5. REMUNERATION

Remuneration is outlined in Schedule A

6. BOARD VICE-CHAIR

In instances when the Chair rescinds his/her role during a Board meeting (refer to Policy G005) or at any other time, the Board Vice-Chair is authorized to perform the responsibilities and have the authority of the Board Chair.
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SCHEDULE A:

REMUNERATION

An elected Board chair will be paid a retainer of $2,000 per month. The Chair will also be permitted to claim per diems and travel expenses for Board, committee, and task force meetings (i.e. $200 per day). Per diems, travel and parking will be reimbursed in compliance with the CRB Policy G003 Remuneration and Expenses Board and Committee and Task Force Members. Parking at the CRB office building will be provided.
CRB Membership Review Process

Recommended Motion

*That the Capital Region Board approve the amended Policy G019 – Capital Region Board Membership Review, as recommended by the Governance, Priorities and Finance Committee.*

Purpose

The Capital Region Board (CRB) Regulation established the Board and stipulates the member municipalities. It is within the Province’s authority to designate member municipalities. While the authority to designate membership lies with the Province, no criteria have been developed to determine either membership or a process allowing municipalities to join, remain, or withdraw from the Capital Region Board.

This policy establishes a process for review of the Capital Region Board membership and outlines steps to request joining, remaining, or withdrawing from the CRB. It was developed to ensure a Membership review had clear process and authority within the Capital Region Board.

Background

July 11, 2013: The Town of Redwater identified itself as a member municipality that, by an approved Council motion, should not be a member of the CRB. The Town of Redwater put forward the motion, which failed;

*That the Capital Region Board support consistency the Town of Redwater's request to the Minister of Municipal Affairs to be removed as a member municipality of the Capital Region Board.*

At the same Board meeting, the City of Fort Saskatchewan put forward the following Notice of Motion;

*That CRB Administration be directed to present a report with possible changes to the CRB membership based on criteria, for the Board’s consideration at the September Board meeting and ultimate recommendation to the Minister of Municipal Affairs.*

July 15, 2013: The Minister of Municipal Affairs responded to the Town of Redwater’s request to withdraw its membership from the Board indicating that the department was not in the position to undertake a review of the CRB regulation at that time but may consider doing so after the 2013 municipal election.

September 12, 2013: The Board received, for information, a Review of CRB Membership Report prepared by George Cuff & Associates. The Board acknowledged that approaching the Province with the Review at that time was not opportune and that waiting until after the election would bring better results.
On November 14, 2013, the Board passed the following motion;

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

On October 9, 2014, the Board passed the following motion;

That the Capital Region Board receive the Membership Review report for information.

March 12, 2015, The Advocacy & Monitoring Committee passed the following motion;

That the Advocacy & Monitoring Committee receive the membership review process report and refer the matter to the Governance, Priorities & Finance Committee.

April 13, 2015, The Governance, Priorities and Finance Committee passed the following motion;

That the Governance, Priorities & Finance Committee recommend the Capital Region Board approve the proposed process timeline for CRB membership review and direct the Governance, Priorities & Finance Committee to bring back a recommendation to the September 2015 Board meeting.

On May 14, 2015, The Capital Region Board passed the following motion;

That the Capital Region Board approve the proposed process timeline for CRB membership review and direct the Governance, Priorities & Finance Committee to bring back a recommendation to the September 2015 Board meeting, as recommended by the Governance, Priorities & Finance Committee.

On August 20, 2015, the Governance, Priorities and Finance Committee passed the following motion;

That the Governance, Priorities & Finance Committee recommend Policy G019 – Capital Region Board Membership Review, as amended, to the Capital Region Board for approval.

Attachments:

1. Policy G019 – Capital Region Board Membership Review with track changes
2. Policy G019 – Capital Region Board Membership Review clean version
PURPOSE

The Capital Region Board (CRB) Regulation established the Board and stipulates the participating municipalities and it is within the Province’s authority to designate participating municipalities. This policy establishes a process for review of the Capital Region Board’s participating municipalities and outlines steps to request joining or leaving the CRB.

POLICY

1. The Capital Region Board’s participating municipalities are mandated through the Capital Region Board Regulation, Alta. Reg. 38/2012.
2. A participating municipality of the Capital Region Board must be contiguous to another participating municipality.

Membership Review

1. The Capital Region Board may conduct a membership review of participating municipalities once every four years upon the Board passing a motion to do so.
2. A membership review cannot take place within the one year period leading up to a municipal election, or within the one year period after a municipal election.
3. Municipalities designated as a County, or specialized municipality, or with an urban population of 10,000 (eligible for City status) or greater, within the Capital Region Board boundary, must participate in the Capital Region Board’s activities.

PROCESS

Upon the passing of a motion to conduct a membership review;

1. The Capital Region Board shall notify the Minister of Municipal Affairs that the Capital Region Board is undergoing a membership review.
2. The Capital Region Board Chair shall request eligible participating municipalities—who do not meet the criteria in the Membership Review section above—to provide a written position supported by a Council motion, if they wish to seek support from the Capital Region Board for a change in membership status. If an eligible participating municipality does not submit a written position supported by a Council motion, it will be assumed the participating municipality wishes to remain a participating municipality of the Capital Region Board.
3. The Capital Region Board shall request that municipalities, which are not participating municipality, that fall within the Capital Region Board Boundary, and have crossed the urban population threshold of 10,000, join the Capital Region Board.
4. Municipalities wishing to gain Capital Region Board support to change their membership status shall provide their written position, supported by a Council motion, within 90 days of the Capital Region Board motion to review its membership.

5. Motions to join or withdraw must be worded as follows:

<table>
<thead>
<tr>
<th>JOIN</th>
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<tbody>
<tr>
<td>That the _______ of _______ wishes to become a &quot;participating municipality&quot; of the Capital Region Board pursuant to the Capital Region Board Regulation, Alta. Reg. 38/2012, and requests that: (a) the Minister of Municipal Affairs and the Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Capital Region Board Regulation to give effect to this request, and; (b) the Capital Region Board pass a resolution to support this request by the _______ of _______.</td>
<td>No motion needed.</td>
<td>That the _______ of _______ wishes to terminate its status as a &quot;participating municipality&quot; pursuant to the Capital Region Board Regulation, Alta. Reg. 38/2012, and requests that: (a) the Minister of Municipal Affairs and the Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Capital Region Board Regulation to give effect to this request, and; (b) the Capital Region Board pass a resolution to support this request by the _______ of _______.</td>
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</table>

6. A participating municipality may withdraw its motion requesting to change its Capital Region Board membership status, within the 90 day window, with another council motion requesting a withdraw of the original motion.

7. Upon completion, the CEO shall present the results of the membership review to the Capital Region Board at the next scheduled Board meeting.

8. The Capital Region Board may make the following motions in support:

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<tr>
<td>That the Capital Region Board supports _______ of _______’s request to become a &quot;participating municipality&quot; of the Capital Region Board pursuant to the Capital Region Board Regulation, ALTA. Reg. 38/2012, and request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Capital Region Board Regulation to give effect to the</td>
<td>No motion needed.</td>
<td>That the Capital Region Board supports the _______ of _______’s request to terminate its status as a &quot;participating municipality&quot; pursuant to the Capital Region Board Regulation, ALTA. Reg. 38/2012 and request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Capital Region Board Regulation to give effect to the request of _______ of _______.</td>
</tr>
</tbody>
</table>
Voting Structure

1. If the Board supports a change in Board membership, the Board shall review the voting structure taking the proposed membership into account.
2. The CEO shall undertake a voting structure review and propose a modified voting structure with the same ratio (75% of population and 66% +1 of participating municipalities) as the voting structure outlined in Capital Region Board Regulation, ALTA. Reg. 38/2012.
3. The proposed amendments to the Board voting structure shall be reviewed by Governance, Priorities & Finance Committee.
4. The final voting structure shall be presented to the Board for review.
5. Recommendation to the Province shall occur based on the Board’s approved motion.

Notifying the Province

1. If the Board supports a change in Board membership, the Board must request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending Capital Region Board Regulation, ALTA. Reg. 38/2012 Part 5 Schedule – Participating Municipalities with an updated list of participating municipalities.
2. If the Board supports a change in voting structure, the Board must request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a Ministerial Order replacing or amending Capital Region Board Regulation, ALTA. Reg. 38/2012 Part 1 Section 5(2) – Voting rights of representatives, with an updated voting structure.

Actions upon Membership Change

1. The CEO shall notify municipalities within the Capital Region Board boundary of any change in membership.
2. The CEO shall conduct a Committee structure review within a six month period of any membership change occurring and present the results to the Governance, Priorities & Finance Committee through to the Board
3. The CEO shall conduct a policy review within a six month period of any membership change occurring and present the results to the Governance, Priorities & Finance Committee through to the Board

UNDERSTANDING MEMBERSHIP

Obligation of Participating Members

1. Participating Municipalities shall adhere to the Capital Region Board Regulation.
2. Participating Municipalities shall adhere to Capital Region Board Policies.
3. Participating Municipalities shall act in good faith and in accordance with decisions of the Board.
4. Participating Municipalities shall be required to finance Board initiatives, subject to a cost sharing formula, if the Board approves funding above and beyond core funding.
# Revisions

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>June 26, 2015</td>
<td>Created</td>
<td>Created</td>
</tr>
<tr>
<td>August 25</td>
<td>Amended</td>
<td>Amended with comments made by Governance, Priorities and Finance Committee meeting.</td>
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PURPOSE

The Capital Region Board (CRB) Regulation established the Board and stipulates the participating municipalities and it is within the Province’s authority to designate participating municipalities. While the authority to designate membership lays with the Province, no criteria has been developed to determine neither membership nor a process allowing municipalities to join, stay, or leave the Capital Region Board. This policy establishes a process for review of the Capital Region Board’s participating municipalities membership and outlines steps to request joining or leaving the CRB membership.

POLICY

1. The Capital Region Board’s participating municipalities membership are mandated through the Capital Region Board Regulation, Alta. Reg. 38/2012.
2. A participating municipality of the Capital Region Board members must be contiguous to another participating municipality.

Membership Review

1. The Capital Region Board may conduct a membership review of participating municipalities once every four years upon the Board passing a motion to do so.
2. A membership review cannot take place within the one year period leading up to a municipal election, or within the one year period after a municipal election.
3. Municipalities designated as a County, or specialized municipality, or with an urban population of 10,000 (eligible for City status) or greater, within the Capital Region Board boundary, must participate in the Capital Region Board’s activities.
4. The Capital Region Board approve a formal motion to conduct a membership review.

PROCESS

Upon the passing of a motion to conduct a membership review;

1. The Capital Region Board shall notify the Minister of Municipal Affairs that the Capital Region Board is undergoing a membership review.
2. The Capital Region Board Chair shall request eligible participating municipalities who do not meet the criteria in above the Membership Review section above to provide a written position supported by a Council motion from their municipality, if they wish to seek support from the Capital Region Board for their change in membership status. If an eligible participating municipality does not submit a written position supported by a Council motion, it will be assumed the participating municipality wishes to remain a participating municipality member of the Capital Region Board.
3. The Capital Region Board shall request that municipalities, which are not participating municipality members that fall within the Capital Region Board Boundary, and have crossed the urban population threshold of 10,000, join the Capital Region Board.

4. Municipalities wishing to gain Capital Region Board support to change their membership status shall provide their written position, supported by a Council motion, within 90 days of the Capital Region Board motion to review their membership.

5. Motions to join or leave must be worded as follows:

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<td>That the _______ of _______ wishes to become a &quot;participating municipality&quot; of the Capital Region Board pursuant to the Capital Region Board Regulation, Alta. Reg. 38/2012, and requests that: (a) the Minister of Municipal Affairs and the Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Capital Region Board Regulation to give effect to this request, and; (b) the Capital Region Board pass a resolution to support this request by the _______ of _______.</td>
<td>No motion needed.</td>
<td>That the _______ of _______ wishes to terminate its status as a &quot;participating municipality&quot; pursuant to the Capital Region Board Regulation, Alta. Reg. 38/2012, and requests that: (a) the Minister of Municipal Affairs and the Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Capital Region Board Regulation to give effect to this request, and; (b) the Capital Region Board pass a resolution to support this request by the _______ of _______.</td>
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6. A participating municipality may withdraw its motion requesting to change its Capital Region Board membership status, within the 90 day window, with another council motion requesting a withdraw of the original motion.

6.7. Upon completion, the CEO shall present the results of the membership review to the Capital Region Board at the next scheduled Board meeting.

7.8. The Capital Region Board may make the following motions in support:

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Voting Structure

1. If the Board supports a change in Board membership, the Board shall review the voting structure taking the proposed membership into account.
2. The CEO shall undertake a voting structure review and propose a modified voting structure with the same ratio (75% of population and 66% +1 of participating municipalities) as the voting structure outlined in Capital Region Board Regulation, ALTA. Reg. 38/2012.
3. The proposed amendments to the Board voting structure shall be reviewed by Governance, Priorities and Finance Committee.
4. The final voting structure shall be presented to the Board for review.
5. Recommendation to the Province shall occur based on the Board’s approved motion.

Notifying the Province

1. If the Board supports a change in Board membership, the Board must request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending Capital Region Board Regulation, ALTA. Reg. 38/2012 Part 5 Schedule – Participating Municipalities with an updated list of participating municipalities.
2. If the Board supports a change in voting structure, the Board must request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a Ministerial Order replacing or amending Capital Region Board Regulation, ALTA. Reg. 38/2012 Part 1 Section 5(2) – Voting rights of representatives, with an updated voting structure.

Actions upon Membership Change

1. The CEO shall notify municipalities within the Capital Region Board boundary of any change in membership.
2. The CEO shall conduct a Committee structure review within a six month period of any membership change occurring and present the results to the Governance, Priorities and Finance Committee through to the Board.
3. The CEO shall conduct a policy review within a six month period of any membership change occurring and present the results to the Governance, Priorities and Finance Committee through to the Board.

UNDERSTANDING MEMBERSHIP

Obligation of Participating Members

1. Participating Municipalities shall adhere to the Capital Region Board Regulation.
2. Participating Municipalities shall adhere to Capital Region Board Policies.
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4. Participating Municipalities shall be required to finance Board initiatives, subject to a cost sharing formula, if the Board approves funding above and beyond core funding.

Nolan Crouse, Board Chair

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Regional Services Committee

Thursday, April 16, 2015
1:30 p.m. – 3:30 p.m.
La Cite Francophone – Hall Jean-Louis Dentinger
8627 Rue-Marie-Gaboury (91 Street) NW, Edmonton

Members:
Mel Smith, Town of Redwater (Chair)
Ed Gibbons, City of Edmonton
Louise Baxter, City of Spruce Grove
Sheena Hughes, City of St. Albert
Brian Botterill, Strathcona County
Ralph van Assen, Village of Warburg

Guests:
Nolan Crouse, Board Chair
Yolande Shaw, Strathcona County
Matthew Wispinski, City of Edmonton
Cory Labrecque, City of Leduc

Regrets:
Ken Baril, Town of Legal
Stephen Lindop, Town of Devon (Vice Chair)
Rick Smith, Leduc County
Darrell Hollands, Parkland County
Gail Hrehorets, Town of Lamont

CRB Staff & Consultants:
Malcolm Bruce, CEO
Neal Sarnecki, Project Manager
Stephanie Chai, Director of Special Projects
Brandt Denham, GIS Coordinator
Amanda Borman, Executive Assistant

1. Call to Order
Chair, Mayor Mel Smith, called the meeting to order at 1:30 p.m.

2. Opening Remarks

3. Approval of the Agenda
Motion: That the agenda of April 16, 2015 be approved.
Moved by: Alderman Louise Baxter, City of Spruce Grove
Decision: Carried unanimously

4. Approval of the Minutes, October 30, 2014
Motion: That the minutes of October 30, 2014 be approved.
Moved by: Mayor Ralph van Assen, Village of Warburg
Decision: Carried unanimously
5. Change in Committee Status - Housing

**Motion:** That the Regional Services Committee recommend to the Board that the Housing Task Force revert back to a Standing Committee of the Board effective immediately.

**Moved by:** Councillor Ed Gibbons, *City of Edmonton*

**Decision:** Carried unanimously

6. Disband the Regional Services Committee

**Motion:** That the Regional Services Committee recommend to the Capital Region Board that the Regional Services Committee be disbanded effective immediately and its mandate and all authority be terminated.

**Moved by:** Mayor Ralph van Assen, Village of Warburg

**Decision:** Carried

7. CEO Update

This item was not discussed by the committee.

8. Adjournment

The Chair declared the meeting adjourned at 2:00 p.m.
Growth Plan Update 2.0 – Regional Planning Approach

Recommended Motion

That the Capital Region Board approve the Regional Planning Approach that includes three inter-related elements: Growth Concepts, Metropolitan Growth Structure and a Tiered Planning Framework. The tiered planning framework includes a Metropolitan Core, a Metropolitan Area and Rural Area, as recommended by the Growth Plan Update Task Force.

Background

- On November 14, 2013, the Capital Region Board approved the creation of a Task Force to oversee the 5 year update of the Capital Region Growth Plan.
- On September 11, 2014, the Board endorsed the Growth Plan Review and Policy Analysis Report “as the basis for moving forward with the Growth Plan update”.
- On June 11, 2015, the Board unanimously approved the 50 year Vision and 7 Guiding Principles, establishing the foundation and direction for the Growth Plan update.
- On July 9, 2015, the Task Force approved the Regional Planning Approach, which encompasses a strategy to plan and manage growth, including a Growth Concept, Metropolitan Growth Structure and Tiered Planning Framework, for approval by the Board.

Rationale

- The Growth Plan Review and Policy Analysis Report identified a lack of a Growth Plan Concept in the 2010 Capital Region Board Growth Plan. The report cited the importance of establishing a Growth Plan Concept that articulates land settlement patterns, the organization of land uses and development form, regional infrastructure and conservation areas at a regional scale as necessary to plan for future growth.
- The Report also recommended that growth policies respond to the diverse contexts and scales of communities in the region. Thus, it was recommended that the Growth Plan Update “consider the introduction of rings or tiers of development and related policies and recognize the rural work landscapes (to include agricultural land, natural living systems and watersheds, resources and rural settlements) as integral to the health and sustainability of the region”.
- The proposed Regional Planning Approach is aligned with the Board approved Vision, Guiding Principles and Policy Areas and tailored to the context of the region. The proposed Regional Planning Approach includes three inter-related elements: Growth Concepts, Metropolitan Growth Structure and a Tiered Planning Framework.
Growth Concepts depict a strategy for managing growth by identifying strategic locations to focus growth to align future development with major transportation and water and wastewater servicing infrastructure.

The development of the Growth Concept is a result of a thorough contextual analysis of the region included in the *Plan Review and Policy Evaluation Report*, and extensive consultations over the past six months with the Board, all Board Committees, several meetings of the Task Force and the CAOs.

The Metropolitan Growth Structure addresses the whole region showing the way land uses, transportation networks, infrastructure, open spaces and natural features are organized with related policies and implementation mechanisms.

The current development and settlement pattern and how the region has evolved becomes the starting point to plan for future growth. The uniqueness of the Edmonton Metropolitan Region is an important consideration in planning for future growth.

The Tiered Planning Framework is intended to reflect, respond to and plan for the diversity of municipalities in the region, account for the difference in regional service levels and different urban and rural contexts in the region. It is also a mechanism to introduce tailored polices to respond to different urban and rural contexts.

- Board approval today will provide positive support to continue to evolve and refine the Regional Planning Approach through the development of policies and the analysis of implications to the region to determine the optimum path towards achieving our shared goals.
Growth Plan Update 2.0 – Policy Areas Framework

Recommended Motion

That the Capital Region Board approve the Policy Areas Framework to include: Economic Competitiveness and Employment, Agriculture, Natural Living Systems, Integration of Land Use and Infrastructure, Transit and Mobility, Community and Housing Choice and a separate area of Implementation, as recommended by the Growth Plan Update Task Force.

Background

- On November 14, 2013, the Capital Region Board approved the creation of a Task Force to oversee the 5 year update of the Capital Region Growth Plan.
- On September 11, 2014, the Board endorsed the Growth Plan Review and Policy Analysis Report and directed the Task Force to use the report “as the basis for moving forward with the Growth Plan update”.
- On June 11, 2015, the Board unanimously approved the 50 year Vision and 7 Guiding Principles, establishing the foundation and direction for the Growth Plan update.
- On August 27, 2015, the Task Force approved the Policy Areas as the framework to develop an integrated plan. The framework serves as a way to organize the regional issues, explore implications to other policy areas and to define specific outcomes against the Vision for the Growth Plan.

Rationale

- The Policy Areas Framework represents the scope of the Growth Plan Update and includes three new policy areas not addressed in the 2010 Capital Region Board Growth Plan – Economic Competitiveness and Employment, Agriculture and Integration of Land use and Infrastructure. These new policy areas have been included based on the Board approved Project Charter in July 2013.
- The Policy Areas correspond to the approved Principles. Each principle has a corresponding policy area with related objectives.
- The Policy Area Framework provides the foundation to develop and explore regional strategies and policies in the next stage of the Growth Plan Update.
- The intent is for the policy areas to work together to form an integrated and interconnected policy framework.
The Task Force has committed to bringing the key deliverables from each Stage of the Project (milestones) to the Board for its approval as part of the process to update the Growth Plan. These key deliverables will be incorporated into the final plan, once approved.

Attachment:

1. Growth Plan Update 2.0 – Policy Area Framework
The Policy Areas Framework identifies the regional policy areas for the Growth Plan Update. The policy areas correspond to the approved Growth Plan principles. Each principle has a corresponding policy area with related objectives and regional issues the Growth Plan needs to address.

The objectives and issues were identified by members at the June 26th, July 9th and August 13th Task Force meetings. This material incorporates input from earlier consultations this past spring with CRB member municipalities, and feedback from the municipal CAOs consultation session on August 7th.

The Policy Areas Framework establishes a foundation to develop and explore regional strategies and policies in the next stage of the Growth Plan Update. The intent is for the policy areas to work together to form an integrated and interconnected Growth Plan.
Protect natural living systems and environmental assets.

Policy Area: Natural Living Systems

What are we trying to achieve?

• Thriving natural living systems and their environmental assets, including healthy land base and watershed, abundant wildlife, clean air and water

• A healthy environment with connected regional natural systems to enhance liveability in the region

• A balance that supports a healthy environment, agriculture and recreational uses

• A strategy to anticipate and address climate change and promote resiliency at the regional scale

What are the priority issues the Growth Plan Update needs to address?

1. Value, protect and enhance natural ecosystems including regionally significant natural areas and their regional connectivity

2. Plan development that promotes clean air, land and water, reduces energy consumption and greenhouse gas emissions, and remediates and reuses brownfield lands

3. Protect and conserve the North Saskatchewan River watershed

4. Manage conflict between natural living systems, natural resource extraction, solid waste, and energy corridors to minimize fragmentation of natural systems

5. Align regional policies with provincial and federal policies, standards and regulations, including the North Saskatchewan Regional Plan
Promote global economic competitiveness and regional prosperity.

Policy Area: Economic Competitiveness & Employment

What are we trying to achieve?

• An excellent quality of life to attract and retain workers
• The efficient use of existing infrastructure and investment in future infrastructure to support economic growth
• Growth and expansion of existing employment clusters to compete on a global scale
• A diverse and resilient regional economy to remain competitive in a changing global economy

What are the priority issues the Growth Plan Update needs to address?

1. Define and foster employment clusters
2. Plan for a full range of employment from heavy industrial to office and institutional and government uses in the region
3. Plan and coordinate infrastructure to foster and support employment clusters and economic competitiveness
4. Promote liveability and plan for the needs of a changing population and workforce
5. Recognize that diversification of energy sector is necessary to respond to future economic opportunities
6. Position the region to leverage future economic drivers, emerging markets and potential growth sectors
7. Address funding models and cost and revenue sharing
8. Recognize growth of agriculture/food production and processing as a key economic driver
Achieve compact growth that optimizes infrastructure investment.

Policy Area: Integration of Land Use & Infrastructure

What are we trying to achieve?

- A clear definition of where, how and under what conditions to grow over the next 30 years to guide both residential and job growth
- Logical, efficient and financially sustainable regional growth patterns
- Contiguous and compact development and redevelopment patterns to minimize the development footprint, and optimize existing and new infrastructure
- An excellent quality of life within the region, with access to amenities and services
- Coordination and logical phasing of regionally significant infrastructure planning and investment
- A growth strategy to minimize the cumulative impacts on the environment and reduce greenhouse gas emissions

What are the priority issues the Growth Plan Update needs to address?

1. Establish a development pattern that is compact and contiguous by defining criteria for urban, rural and hamlet growth.
2. Identify mixed-use and higher density centres and areas to concentrate people and jobs
3. Promote the use of under-utilized infrastructure through redevelopment and intensification of existing built-up areas
4. Prioritize investment and funding of regional infrastructure to support planned growth
5. Identify mechanisms for integrating and coordinating growth and infrastructure plans at the municipal and regional levels, including a regional evaluation framework to:
   a. approve statutory plans and Outline Plans; and
   b. harmonize regionally significant infrastructure plans
6. Harmonize regionally significant infrastructure policies and standards across the region
Ensure the wise management of prime agricultural resources.

Policy Area: Agriculture

What are we trying to achieve?

• A prosperous and growing agricultural sector and a thriving regional food system
• A strategy for where and how communities grow in way that protects and conserves prime agricultural lands
• Direction on where and when agricultural lands can develop for non-agricultural uses and rural residential development
• A strategy that minimizes fragmentation of prime agricultural lands and reduces conflicts between adjacent non-agricultural and agricultural uses

What are the priority issues the Growth Plan Update needs to address?

1. Sustain prime agricultural lands at the regional level
2. Manage near neighbour impacts on agriculture operations
3. Address pressures for non-agricultural development in rural areas on prime agricultural lands [e.g., new agricultural acreage, multi-lot country cluster residential, rural residential, all types of industrial] and fragmentation of agricultural lands
4. Promote growth of the region’s agricultural sector, including food production and processing, as a key regional economic driver
5. Plan and coordinate infrastructure to support and enhance the agricultural
6. Define mechanisms, in partnership with the Province of Alberta, to wisely manage agricultural lands sector
Ensure effective regional mobility.

Policy Area: **Transit & Mobility**

**What are we trying to achieve?**

- An efficient, cost-effective and integrated regional transportation network to support growth and connect the region
- Coordination of land use and transportation networks to support the efficient movement of people, goods and services through the region and beyond
- A mode shift towards transit, active transportation and shared auto use at levels that recognize the urban and rural contexts within the region

**What are the priority issues the Growth Plan Update needs to address?**

1. Encourage a mode shift to transit, high-occupancy vehicles and active transportation networks appropriate to the scale of the community
2. Coordinate land use and transportation to support the efficient and safe movement of people, goods and services
3. Develop and maintain municipal and inter-municipal transit systems to create an integrated and seamless inter-municipal transit network
4. Establish transit funding priorities and a long-term investment strategy with regional and provincial alignment
5. Explore the long-term potential for regional commuter rail service
Recognize and celebrate the diversity of communities and promote an excellent quality of life across the region.

Policy Area: **Communities & Housing Choice**

What are we trying to achieve?

- Complete communities to meet people’s needs for daily living at all ages and provide convenient access to a mix of jobs, local services and multi-modal transportation choices, appropriate to the scale of the community
- Sustainable and resilient communities across the region
- A region of inclusive communities that is supportive of seniors and vulnerable members of the population
- A diversity of affordable housing options to meet evolving regional demographics and needs to accommodate the projected growth to 2044
- Housing options in proximity to services, employment and transit serviced areas, with multi-modal mobility choices to major employment areas
- Promote social and supportive housing to address core housing needs across the Region
- Advocate to other orders of government for the provision of social and supportive housing

What are the priority issues the Growth Plan Update needs to address?

1. Plan communities to respond to changing demographics over the next 30 years
2. Provide a range of housing options throughout the region in a form appropriate to the scale and context of each community
3. Recognize the distinct character of each community in the region while promoting diversity of amenities, services and housing within all communities
4. Encourage transit-supported higher density residential growth through the renewal and intensification of existing communities and development of compact greenfield neighbourhoods
5. Address implications of rural residential and country residential development and the level of service required to support the residential forms in a metropolitan area context
<table>
<thead>
<tr>
<th>IR #</th>
<th>Request Date</th>
<th>From</th>
<th>Request</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015.01</td>
<td>Feb 12</td>
<td>CRB Chair</td>
<td>Members requested that CRB administration report on whether a position on the Municipal Government Act should be taken by the Board.</td>
<td>Complete Apr 1</td>
</tr>
<tr>
<td>2015.02</td>
<td>Mar 12</td>
<td>CRB Chair</td>
<td>Members requested that CRB administration and the Land Use &amp; Planning Committee clarify the rural and urban densities.</td>
<td>Complete May 1</td>
</tr>
<tr>
<td>2015.03</td>
<td>Apr 9</td>
<td>CRB Chair</td>
<td>What have been the external costs for REFs, broken down by municipality, for the last three calendar years?</td>
<td>Complete May 1</td>
</tr>
<tr>
<td>2015.04</td>
<td>Apr 9</td>
<td>City of Leduc</td>
<td>Clarification: Are municipalities able to exceed their density targets or would they be denied?</td>
<td>Complete May 1</td>
</tr>
<tr>
<td>2015.05</td>
<td>Apr 9</td>
<td>Leduc County, Sturgeon County</td>
<td>Who is involved in the Economic Development Initiative?</td>
<td>Complete May 1</td>
</tr>
<tr>
<td>2015.06</td>
<td>Apr 9</td>
<td>Town of Bon Accord</td>
<td>Do CRB Committees have the right to send items directly to other Board Committees without going through the Board first?</td>
<td>Complete June 2</td>
</tr>
<tr>
<td>2015.07</td>
<td>May 14</td>
<td>Town of Bon Accord</td>
<td>Members request administration report to the Governance, Priorities &amp; Finance Committee the impact that disbanding the Regional Services Committee will have on the Financials, and how the funds, if any, will be allocated?</td>
<td>Complete June 15</td>
</tr>
<tr>
<td>2015.08</td>
<td>May 14</td>
<td>CRB Chair</td>
<td>Clarification: what constitutes a meeting of the Board, its Committees and/or Task Forces</td>
<td>Complete May 28</td>
</tr>
<tr>
<td>2015.09</td>
<td>May 14</td>
<td>Leduc County</td>
<td>Is Alberta Transportation willing to buy the right-of-way if an outer corridor was identified to everyone’s satisfaction?</td>
<td>Complete June 2</td>
</tr>
<tr>
<td>IR #</td>
<td>Request Date</td>
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<tr>
<td>2015.10</td>
<td>June 11</td>
<td>Beaumont</td>
<td>What is the methodology used in reporting density targets?</td>
<td>Complete Aug 12</td>
</tr>
<tr>
<td>2015.11</td>
<td>Aug 13</td>
<td>CRB Chair</td>
<td>Identify any discretion that can be given around the AMC Retreat as retreat implies a closed session.</td>
<td>Complete Aug 31</td>
</tr>
</tbody>
</table>
| 2014.01 | Feb 13       | Fort Saskatchewan   | What will be the process for dispersing these line items in the 2014 Budget:  
- $250,000 - Special Projects?  
- $50,000 - Board Initiatives? | Complete Feb 21  |
<p>| 2014.02 | Mar 13       | Chair CRB           | Clarification of REF withdrawal process: What are the parameters for making amendments and/or withdrawing a REF appeal once it’s been made? | Complete Mar 20  |
| 2014.03 | Apr 10       | Chair CRB           | Members requested that CRB administration report on the province’s position on Agricultural Land Policy. | Complete May 13  |
| 2014.04 | June 12      | Bon Accord          | What is impact of potential CRB REDA on local economic development activities in the region? | Complete Oct 24  |
| 2014.05 | June 12      | Chair CRB           | How is agricultural land consumption being monitored and/or tracked?    | Complete Oct 24  |
| 2014.06 | June 12      | Chair CRB           | How does CRB interact with Capital Region Waste Minimization Advisory Committee? | Complete Oct 27  |
| 2014.07 | July 10      | Chair CRB, Bon Accord | Does FOIP demand a minimum time limit or format for keeping Board records? | Complete Oct 27  |
| 2014.08 | July 10      | Chair CRB           | Request that a representative of the Ministry of Transportation be invited to attend a Land Use &amp; Planning meeting. | Complete Oct 9   |
| 2014.09 | Aug 14       | Chair CRB           | How will the Economic Development Summit be communicated to the media?    | Complete Sept 29 |
| 2014.10 | Sept 11      | Chair CRB           | How will the Energy Corridors Final Report be communicated?              | Complete Sept 22 |
| 2014.11 | Sept 11      | Chair CRB           | How will we move forward with the Energy Corridors Final Report?         | Complete Sept 21 |
| 2014.12 | Oct 9        | Morinville, Redwater | What will the extra money ($600K from members) projected in the 2015 budget be used for? | Complete Oct 27  |
| 2014.13 | Oct 9        | Chair CRB           | Can the provincial government requisition funds based on the decisions of the Capital Region Board? | Complete June 2, 2015 |</p>
<table>
<thead>
<tr>
<th>CRB Request Number</th>
<th>Date</th>
<th>Assignee</th>
<th>Request Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014.14</td>
<td>Oct 9</td>
<td>Bon Accord</td>
<td>This request serves as clarification for IR.2014.10. How was the Energy Corridors Final Report communicated to Alberta Transportation and how was it accepted?</td>
<td>Complete Oct 27</td>
</tr>
<tr>
<td>2014.15</td>
<td>Oct 9</td>
<td>Chair CRB</td>
<td>What additional provincial departments should the Energy Corridors Final Report be communicated to?</td>
<td>Complete Oct 27</td>
</tr>
<tr>
<td>2014.16</td>
<td>Oct 9</td>
<td>City of Edmonton</td>
<td>For Priority Growth Areas and Cluster Country Residential Areas, what densities are actually being achieved on growth approved and growth built out since the Regional Growth Plan took statutory effect?</td>
<td>Complete Dec 1 Follow-up Mar 4, 2015</td>
</tr>
<tr>
<td>2014.17</td>
<td>Nov 13</td>
<td>Chair CRB to Advocacy &amp; Monitoring committee</td>
<td>How do/should we forward information in the Sift Every Thing Report regarding infrastructure to the Province?</td>
<td>Complete Mar 4, 2015</td>
</tr>
<tr>
<td>2014.18</td>
<td>Nov 13</td>
<td>Chair CRB</td>
<td>Seeking clarification from archived recordings to determine if a letter to Municipal Affairs re REF Amendment to delete Section 5.4 b) (ii) has been formally accepted for debate previously.</td>
<td>Complete Dec 1</td>
</tr>
</tbody>
</table>
| 2014.19            | Nov 13| Chair CRB | RE: Warburg Motion: Planning Session to Review CRB Voting Structure
Seeking clarification from the archived recordings to determine if this motion was formally accepted for debate previously | Complete Dec 1 |
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<tbody>
<tr>
<td>August 12, 2015</td>
<td>Administration</td>
<td>The current methodology comes from the approved ‘Capital Region Growth Plan: Monitoring and Reporting Guidebook’. It is to compare dwelling units per net residential hectare (Du/NRha). This means federal census data (available every 5 years) is used to collect dwelling counts, which are divided by the total residential area (in hectares) of each municipality or PGA. The result is dwelling units per net residential hectare (Du/NRha) and this can be directly compared to the density targets in the Growth Plan.</td>
</tr>
<tr>
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<td>From</td>
<td>Request</td>
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<tr>
<td>August 13, 2015</td>
<td>CRB Chair</td>
<td>Identify any discretion that can be given around the AMC Retreat as retreat implies a closed session.</td>
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</thead>
<tbody>
<tr>
<td>August 31, 2015</td>
<td>Administration</td>
<td>The Capital Region Board and Committees can hold meetings in camera for exceptions listed in Division 2 of Part I of the Freedom of Information and Protection of Privacy Act [FOIP Act]. In relation to the AMC retreat, the Committee can go in camera for the following reason contained within Section 21, Division 2 of Part I of the FOIP Act: Section 21: Disclosure harmful to intergovernmental relations The Retreat will be referred to more correctly as a Workshop in future.</td>
</tr>
</tbody>
</table>
Governance, Priorities & Finance Committee

Thursday, August 20, 2015
2:00 p.m. – 4:00 p.m.
Capital Region Board Office – Large Boardroom
1100 Bell Tower, 10104 – 103 Avenue, Edmonton

Members:
Camille Berube, Town of Beaumont (Chair)
Randy Boyd, Town of Bon Accord
Art Erickson, Village of Wabamun
Glen Finstad, City of Leduc
Tom Flynn, Sturgeon County (alternate)
Cathy Heron, City of St. Albert
Rod Shaigec, Parkland County (alternate)
Michael Walters, City of Edmonton
Wayne Woldanski, Lamont County

Guests:
Gibby Davis, City of Edmonton
Jacquie Hansen, City of St. Albert
Deb Hamilton, Town of Redwater
Doug Lagore, City of Leduc
Marnie Lee, Strathcona County
Yolande Shaw, Strathcona County
Joyce Tustian, WMC

Regrets:
Wally Yachimetz, Town of Calmar

CRB Staff & Consultants:
Malcolm Bruce, CEO
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Stephanie Chai, Project Manager
Loreen Lennon, Communications Manager
Leslie Chivers, Operations Manager
Charlene Chauvette, Office Manager
Lisa Saskiw, Administrative Assistant

1. CALL TO ORDER

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

2. Chair’s Opening Remarks

3. Approval of Agenda

Motion: That the agenda of June 15, 2015 be approved.
Moved by: Mayor Randy Boyd, Town of Bon Accord
Decision: Carried unanimously
4. Approval of Minutes of June 15, 2015

Motion: That the minutes of June 15, 2015 be approved.
Moved by: Reeve Wayne Woldanski, Lamont County
Decision: Carried unanimously

5. Policy Updates

Motion: That the Governance, Priorities & Finance Committee withdraw discussion of Policy G013, and move to the next Committee meeting.
Moved by: Councillor Glen Finstad, City of Leduc
Decision: Carried unanimously

Motion: That the Governance, Priorities & Finance Committee recommend Policy G014, as amended, to the Capital Region Board for approval.
Moved by: Councillor Cathy Heron, City of St. Albert
Decision: Carried unanimously

6. Membership Review

Motion: That the Governance, Priorities & Finance Committee recommend Policy G019 – Capital Region Board Membership Review, as amended, to the Capital Region Board for approval.
Moved by: Mayor Art Erickson, Village of Wabamun
Decision: Carried unanimously

Mayor Erickson left the meeting prior to the passing of motion #7.

7. Economic Development Initiative

Motion: That the Governance, Priorities & Finance Committee recommend The Edmonton Metropolitan Region Economic Development Strategy and Framework, as amended to include funding from all members based on the CRB cost allocation formula, to the Capital Region Board for approval and implementation.
Moved by: Councillor Cathy Heron, City of St. Albert
Decision: Carried

8. Terms of Reference

a. Advocacy & Monitoring Committee

Motion: That the Governance, Priorities & Finance Committee recommend the revised Advocacy & Monitoring Committee Terms of Reference to the Capital Region Board for approval.
Moved by: Mayor Randy Boyd, Town of Bon Accord
Decision: Carried Unanimously
b. Housing Committee

**Motion:** That the Governance, Priorities & Finance Committee recommend the revised Housing Committee Terms of Reference to the Capital Region Board for approval.

**Moved by:** Councillor Michael Walters, City of Edmonton

**Decision:** Carried unanimously

9. Information Requests from the Board

10. Growth Plan Update Input

11. Updated Meeting Schedule

**2015-39**

It was agreed by unanimous consensus that the Governance, Priorities & Finance Committee accept the updated meeting schedule as recommended by CRB Administration, noting the November meeting would need to be changed.

12. CEO Update

13. ADJOURNMENT

The Chair declared the meeting adjourned at 4:35 p.m.

**Next Meeting:** September 21, 2015 at 9:30 a.m., CRB Office – Large Boardroom

______________________________
Committee Chair, Camille Berube
Land Use & Planning Committee

Thursday, August 20, 2015
9:00 a.m. – 11:00 a.m.
La Cite Francophone – Classroom 040A
8627 rue-Marie Gaboury (91 Street), Edmonton

Members:
Tom Flynn, Sturgeon County (Chair)
Rod Shaigec, Parkland County (Vice Chair)
Ed Gibbons, City of Edmonton
Gale Katchur, City of Fort Saskatchewan
David MacKenzie, City of Leduc
Clay Stumph, Leduc County
Patricia Lee, Town of Bruderheim
Amber Harris, Town of Gibbons
Barry Turner, Town of Morinville (alternate)
Dwight Ganske, Town of Stony Plain
Lloyd Jardine, Village of Thorsby

Regrets:

CRB Staff & Consultants:
Malcolm Bruce, CEO
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Stephanie Chai, Project Manager
Loreen Lennon, Communications Manager
Lisa Saskiw, Administrative Assistant

Guests:
Nolan Crouse, Board Chair
Ben Ansaldo, Leduc County
C. Bergum, City of St. Albert
Lindsey Butterfield, City of Edmonton
Gibby Davis, City of Edmonton
Paresh Dhariya, Town of Devon
Jacquie Hansen, City of St. Albert
Kari Jones, City of Leduc
Marnie Lee, Strathcona County
Janelle Smith-Duguid, Fort Saskatchewan
Elaine Milliken, Town of Lamont
Yolande Shaw, Strathcona County

Thom Stubbs, Headwater Group
Shauna Kuiper, ISL Engineering & Land Services

1. Call to Order

Chair, Mayor Flynn, called the meeting to order at 9:00 a.m.

2. Chair Opening Remarks

3. Approval of Agenda

It was agreed by unanimous consensus that the Land Use & Planning Committee accept the agenda as presented.
4. **Approval of Minutes of June 18, 2015**

   It was agreed by unanimous consensus that the Land Use & Planning Committee accept the minutes of June 18, 2015 as presented.

5. **Regional Energy Corridors Master Plan**

   5.1 **Proposed Master Plan**

   **Motion:** That the Draft Capital Region Energy Corridors Master Plan be referred to Alberta’s Industrial Heartland Association for its review and comment, and that Administration bring the Master Plan back to the next Committee meeting.

   **Moved by:** Councillor Ed Gibbons, City of Edmonton
   **Decision:** Carried unanimously

6. **Prioritization of Regional Transportation Projects**

   6.1 **2015 Update of Regional Transportation Priorities**

   **Motion:** That the Land Use & Planning Committee approve the proposed 2015/17 Land Use & Planning Work Plan and that the Work Plan be forwarded to the Governance, Priorities & Finance Committee for consideration in the preparation of the Board’s Business Plan and Budget.

   **Moved by:** Mayor Gale Katchur, City of Fort Saskatchewan
   **Decision:** Carried unanimously

7. **Growth Pan Update 2.0**

   7.1 **Project Update**

   It was agreed by unanimous consensus that the Land Use & Planning Committee accept the Growth Plan Update 2.0 update and the Committee input instructions for information.

8. **Adjournment**

   It was agreed by unanimous consensus that the Land Use & Planning Committee meeting be adjourned.

   Meeting adjourned at 10:40 a.m.

   **Next Meeting:** October 22, 2015 at 9:00 a.m., La Cite Francophone – Hall Jean-Louis Dentinger

________________________________________________________
Committee Chair, Tom Flynn
Growth Plan Update Task Force

Thursday, August 13, 2015
12:00 p.m. – 5:00 p.m.
Chateau Louis Conference Centre – Grand Ballroom
11727 Kingsway, Edmonton

Members:
Roxanne Carr, Strathcona County (Chair)
Lisa Holmes, Town of Morinville (Vice Chair)
(via conference call)
Don Iveson, City of Edmonton
Gale Katchur, City of Fort Saskatchewan
Cathy Heron, City of St. Albert
John Schonewille, Leduc County
Ralph van Assen, Village of Warburg

Provincial Liaison:
Victoria Brown, Alberta Municipal Affairs

Regional Technical Advisors:
Greg Hofmann
Peter Vana

Strategic Advisor:
Barry Huybens

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

Regrets:
David Hales, Regional Technical Advisor
Clayton Kittlitz, Regional Technical Advisor
Peter Ohrn, Regional Technical Advisor

CRB Staff:
Malcolm Bruce, CEO
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Stephanie Chai, Project Manager

Guests:
Nolan Crouse, Board Chair
Grant Bain, Leduc County
Lindsey Butterfield, City of Edmonton
Gibby Davis, City of Edmonton
Cathy Ducharme, Strathcona County
Susan Evans, Sturgeon County
Troy Fleming, City of Fort Saskatchewan
Tom Flynn, Sturgeon County
Andrea Friedman, Urban Strategies
Connie Gourley, ISL
Laurie Hodge, Town of Bon Accord
Jacquie Hansen, City of St. Albert
Michelle Hay, City of Leduc
Doug Lagore, City of Leduc
Jeff Laurien, Government of Alberta
Marnie Lee, Strathcona County
Sylvain Losier, City of Leduc
Elaine Milliken, Town of Lamont
Farrell O’Malley, Town of Gibbons
Bonnie Riddell, Strathcona County
Yolande Shaw, Strathcona County
Pamela Stepan, Strathcona County
Patty Walker, City of Fort Saskatchewan

Loreen Lennon, Communications Manager
Leslie Chivers, Operations Manager
Brandt Denham, GIS Coordinator
Lisa Saskiw, Administrative Assistant
1. Call to Order

Chair, Mayor Roxanne Carr called the meeting to order at 12:10 p.m.

2. Chair's Opening Remarks

3. Approval of the Agenda

2015-52

Motion: That the Growth Plan Update Task Force agenda of August 13, 2015 be approved as amended, moving item #6 to end of the agenda.
Moved by: Councillor John Schonewille, Leduc County
Decision: Carried unanimously

4. Approval of the Minutes, July 9, 2015

2015-53

Motion: That the Growth Plan Update Task Force minutes of July 9, 2015 be approved.
Moved by: Mayor Gale Katchur, City of Fort Saskatchewan
Decision: Carried unanimously

5. Growth Plan Update 2.0 – Correspondence and Consultation

2015-54

Motion: That the Growth Plan Update Task receive the Cities Consultation Summary as information to inform the Growth Plan Update.
Moved by: Councillor Cathy Heron, City of St. Albert
Decision: Carried unanimously

6. Counties submission and discussion of RTAC and Consultant (Core Project Team) analysis of Sub-regional planning approach

2015-55

Motion: That the Growth Plan Update Task Force receive the Counties Follow-Up Consultation submission as information to inform the Growth Plan Update.
Moved by: Councillor John Schonewille, Leduc County
Decision: Carried

2015-56

Motion: That the Growth Plan Update Task Force accept the recommendations of the Core Project Team regarding the Counties submission.
Moved by: Councillor Cathy Heron, City of St. Albert
Decision: Carried unanimously

See Enclosure: CAO Consultation – August 7, 2015 Summary

Mayor Lisa Holmes joined the meeting via conference call at 1:00 p.m.
Mayor Ralph van Assen joined the meeting at 1:08 p.m.
7. Growth Plan Update Task Force June Workshop

**Motion:** That the Growth Plan Update Task Force receive the CAO input on the Planning Approach and Policy Areas Framework as information to inform the Growth Plan Update.

**Moved by:** Mayor Gale Katchur, *City of Fort Saskatchewan*

**Decision:** Carried unanimously

8. Lunch Break  Plan Update 2.0 – Policy Areas

The lunch break took place prior to this meeting (immediately followed the Board meeting).

Mayor Carr relinquished the Chair to facilitator Barry Huybens prior to item #9 in order to lead the Task Force through the next agenda item.

9. Growth Plan Update – Project Administration

**Motion:** That the Growth Plan Update Task approve of the change in the Principle and Policy Area name from Natural Heritage Systems to *Natural Living Systems* and Environmental Assets.

**Moved by:** Mayor Don Iveson, *City of Edmonton*

**Decision:** Carried unanimously

Facilitator Barry Huybens relinquished the Chair back to Mayor Carr following discussion.

10. Next Steps

11. Adjournment

**Motion:** The Growth Plan Update Task Force meeting be adjourned.

Meeting adjourned at 4:15 p.m.

Next Meeting: August 27, 2015 at 8:00 a.m., La Cite Francophone – Hall Jean-Louis Dentinger

Task Force Chair, Roxanne Carr
August 13, Task Force Meeting
Agenda Item 6.0

Response to the Counties Follow Up Submission
Contributors to the Review and Response:

- RTAC members, CRB Administration, Consultant Team (ISL Urban Strategies)
- Strong consensus amongst contributors

Main Observations and Findings

- Positive and useful references/ suggestions regarding collaboration, regional assets and several policy areas such as density targets, agriculture and CCRAs being taken under advisement for consideration.
- The proposed planning model based on geo-political boundaries contradicts the “planning without boundaries” approach endorsed by Task Force and which reflects planning best practices.
- It is unclear how the jurisdictionally based planning approach will assist the region to manage growth in people and jobs.
- It is unclear what the term “sub-regional” refers to other than five subsets of the region; where do urban municipalities fit in? How are urban and rural contexts recognized given their dramatic differences?
- Aside from several positive suggestions, the proposed jurisdictionally based planning approach is not seen as offering any clear advantages over the Task Force endorsed tiered planning approach.
Core Project Team Recommendations to the Task Force:

1. That the Task Force receive the Counties’ submission and direct the Core Project Team to consider inclusion of specific suggestions in the development of draft policies (i.e. 30 Year Land Supply in a 50 Year Context, calculations for rural and urban density targets, and agriculture policy implementation mechanisms such as agricultural master plans).

2. That the Growth Plan Update include the following definition of “sub-regional” for the Capital Region in the context of the Growth Plan and planning approach.

   Sub-Regional: An area at a scale larger than one community, within which urban and rural communities share common infrastructure, regional assets and services, have the potential to leverage related economic areas and link proximate areas to accommodate both people and job growth.

3. That we continue to explore and evolve the Task Force approved regional planning approach, - a tiered planning approach, and a metropolitan growth structure that reflects the diversity of municipalities in the region, aligning regional land settlement patterns with future growth and regional transportation networks and infrastructure.

4. That the Task Force continue to consider a “sub-regional cluster” element in the context of the approved regional planning approach. This approach would focus on growing employment/economic clusters and complete communities, aligned with existing and planned transportation corridors in the metropolitan area. The sub-regional clusters are not defined by existing political boundaries (see definition above).

5. The Task Force provide a copy of this response to the Counties to include any additional direction as determined by the Task Force.
August 13, Task Force Meeting
Agenda Item 7.0

Summary of August 7th CAO Consultation
CAO Input, August 7 | Overview

- 17 Municipalities participated
- Review and Discussion of Planning Approach
- Review and Discussion of Policy Areas Framework
- Overall Feed back was positive and supportive of direction
- Identification of Gaps and areas of Enhancement

**General Comments**
- Need for a more strategic context of the GPU – e.g., alignment to a sustainability model – environment, economy, society
- Need for an outcomes view for the achievement objectives within policy areas
- Need to understanding the linkages and inter-dependencies between policy areas
- Need for understanding the scale of the policy area including its application within tiers – core, area, rural
- Need for understanding sub-regional in context to regional planning
- Need for defining of terms and phrases
- Need for definition of regional service areas
- Need for greater alignment / coordination with Province
CAO Input, August 7th | Planning Approach

Strengths of Tiers and Metropolitan Structure:
- Responds to diverse areas, different contexts
- Issues may differ for different contexts – allows for different perspectives and approaches
- Reflective of equity vs. equality issue
- Holistic approach, inclusive of all members
- Structure helps define ‘the end’ – what we are working towards
- Recognizes integration between land use, infrastructure and economic development

Areas for Enhancement:
- Need to define the tiers (Rural/Urban) and impact on:
  - Industry, funding and land use, capacity
  - What does contiguous mean?
- How do tiers work with municipal boundaries and annexation?
- Need consistency of definitions
- How does this relate to policy areas – missing intended outcomes
CAO Input, August 7th | Policy Areas Framework

Gaps
- Need for strategic focus
- Need to focus on regional issues – some are more tailored to tiers and urban context
- Missing overarching objectives for each Policy Area
- Bolster interface, integration/coordination with Province as CRB’s partner

Refinements
- Avoid duplication between Policy Areas
- Incorporate 3 pillars of sustainability in framework - leverage point in advocacy with Province and understandable to municipalities
- Rethink and strategize best fit for agriculture – should this be integrated in each Policy Area?
- Need for strategic view on pieces we need to get right with the Province (infrastructure including public transit, environment, education, health care, fiscal sustainability)
- Alignment with the Province is essential
- Revisit scope and scale to ensure consistency across Policy Areas
Natural Heritage

CAO Consultation Recap

- Lack of focus on land – environmental assets
- Need for direction on what to do when there are conflicts and impacts on growth and natural living systems
- Need to align with provincial and federal standards
- Brownfield development and remediation – consideration and regulation standards
- What effects will be measured and what will the CRB do with it?
- Need for direction on what to do when there are conflicts and impacts between growth and natural living systems
Economic Competitiveness & Employment

CAO Consultation Recap

Funding model, cost sharing and non-residential revenue sharing – where does this fit?

Clarification on diversification – oil and gas should be 'energy'

Missing emphasis of Capital Region as a government centre, and knowledge-based economy

Focus on transit and live + work connection

Missing global perspective - need bold future view that positions the region strategically in the global economy

Too much focus on oil and gas sector, should recognize diversification away from energy

Growth Plan Update Task Force
Meeting Minutes: Thursday, August 13, 2015
Integration of Land Use and Infrastructure

CAO Consultation Recap

- Address overlap between infrastructure development and economic development
- How do we use infrastructure to greatest capacity?
- REF process for infrastructure – Consider how to apply this? Transportation master plans as an opportunity
- Already starting to coordinate and prioritize regional infrastructure priorities through transit committee
- Missing targets for redevelopment vs. new greenfield development
- Need to state overarching objective and for priority issues to focus on what are we are trying to achieve – want for the region?
- Revisit scale and scope of issues
- Infrastructure minimum baseline standards – need to relate to tiers, continuous service levels
Agriculture

CAO Consultation Recap

- Need to define prime agricultural lands – soil, location, type, cost/benefit analysis
- CRB needs to work with Province and establish leadership
- Regional plan should establish agricultural baselines for local municipalities to address in local plans
- Avoid overlap with economic competitive issues related to agriculture
- Should agriculture be segregated as a separate land use and policy area?
- Need to establish criteria for development on agricultural lands
- Need for regional strategy and master plan for agriculture
Transit & Mobility

CAO Consultation Recap

Need to consider function of a road and what land use/built form it will serve before we build it.

"Significant" mode shift where is this possible? Active transportation is not real alternative in rural areas - why is this a regional issue?

Transit investment strategy - why is this a Growth Plan issue?

Specialized transit in rural areas - why is this on the list of issues? Focus on equitable access to transportation.

Industrial commuting - getting from home to work is a real issue that affects quality of life.
Communities & Housing Choice
CAO Consultation Recap

Focus first on reinvestment in redevelopment of areas, and secondly, on investment in new greenfield areas.

Community viability is related to employment in rural areas.

Country residential – need to review with clear criteria. Should this be allowed in region?

Towns and villages need a ‘piece of the pie’ as it relates to economic growth.

Focus on complete communities and on a social policy framework that contributes to quality of life.

Recreation and service levels related to population growth is a gap.
Growth Plan Update Task Force

Thursday, August 27, 2015
8:00 a.m. – 4:00 p.m.
La Cite Francophone – Hall Jean-Louis Dentinger
8627 rue Marie-Anne-Gaboury (91 Street), Edmonton

Members:
Roxanne Carr, Strathcona County (Chair)
Lisa Holmes, Town of Morinville (Vice Chair)
Don Iveson, City of Edmonton
Gale Katchur, City of Fort Saskatchewan
Cathy Heron, City of St. Albert
John Schonewille, Leduc County
Ralph van Assen, Village of Warburg

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Hassan Shaheen, ISL Engineering & Land Services

CRB Staff:
Malcolm Bruce, CEO
Sharon Shuya, Project Manager
Stephanie Chai, Project Manager
Brandt Denham, GIS Coordinator
Lisa Saskiw, Administrative Assistant

Guests:
Dave Anderson, Strathcona County
Grant Bain, Leduc County
Julia Buffam, Sturgeon County
Lindsey Butterfield, City of Edmonton
Ferd Caron, Sturgeon County
Gibby Davis, City of Edmonton
Linton Delainey, Strathcona County
Cathy Ducharme, Strathcona County
Jordan Evans, Leduc County
Susan Evans, Sturgeon County
Troy Fleming, City of Fort Saskatchewan
Tom Flynn, Sturgeon County
Connie Gourley, ISL
Ryan Hall, Strathcona County
Michelle Hay, City of Leduc
Stephane Iabonne, Sturgeon County
Jeff Laurien, Government of Alberta
Marnie Lee, Strathcona County
Lori Lumsden, Town of Redwater
Craig Mahovsky, Sturgeon County
Kristina Peter, Sturgeon County
Bonnie Riddell, Strathcona County
Yolande Shaw, Strathcona County
Patty Walker, City of Fort Saskatchewan

Regrets:
Malcolm Bruce, CEO
Sharon Shuya, Project Manager
Stephanie Chai, Project Manager
Brandt Denham, GIS Coordinator
Lisa Saskiw, Administrative Assistant

CRB Mtg Pkg September 10/15
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1. **Call to Order**
   Chair, Mayor Roxanne Carr called the meeting to order at 8:05 a.m.

2. **Chair’s Opening Remarks**

3. **Approval of the Agenda**
   
   **Motion:** That the Growth Plan Update Task Force agenda of August 27, 2015 be approved.
   
   **Moved by:** Councillor John Schonewille, Leduc County
   
   **Decision:** Carried unanimously

4. **Approval of the Minutes, August 13, 2015**
   
   **Motion:** That the Growth Plan Update Task Force minutes of August 13, 2015 be approved.
   
   **Moved by:** Mayor Ralph van Assen, Village of Warburg
   
   **Decision:** Carried unanimously

   Mayor Carr relinquished the Chair to facilitator Barry Huybens in order to lead the Task Force through the next agenda item.

   Mayor Iveson arrived at 8:11 a.m.
   Mayor Holmes arrived at 8:55 a.m.
   Victoria Brown arrived at 9:03 a.m.

5. **Review of Policy Areas Framework**
   
   **Motion:** That the Growth Plan Update Task approve the *Policy Areas Framework* and recommend the Framework be approved by the Board as the basis for developing policies for the Growth Plan.
   
   **Moved by:** Councillor Cathy Heron, City of St. Albert
   
   **Decision:** Carried unanimously

6. **Regional Growth Discussion**
   
   **a. How will growth to be accommodated in different parts of this Region?**
   
   It was agreed by unanimous consensus that the Growth Plan Update Task Force accept the discussion as information.

7. **Coffee Break**
   
   Mayor Katchur left at 11:22 a.m.
   Facilitator Barry Huybens relinquished the Chair back to Mayor Carr following discussion.
8. **Lunch Break**

Mayor Carr relinquished the Chair to facilitator Barry Huybens in order to lead the Task Force through the next agenda item.

Mayor Katchur returned at 1:30 p.m.

9. **Metropolitan Growth Structure**

   It was agreed by unanimous consensus that the Growth Plan Update Task Force accept the presentation as information.

   Facilitator Barry Huybens relinquished the Chair back to Mayor Carr following discussion.

10. **Next Steps**

11. **Adjournment**

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

Meeting adjourned at 3:15 p.m.

**Next Meeting:** October 2, 2015 at 9:00 a.m., Nisku Recreation Centre (hosted by Leduc County)

Task Force Chair, Roxanne Carr