



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

Delegates in Attendance:

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

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

Absent:

None.

CRB Administration:

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

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



Open to Public

1. Call to Order

Called to order at 9:50 a.m.

2. Roundtable – self introductions

3. CEO

a. Selection of CRB Chair

Doug Lagore, CEO, called for nominations from the floor three times.

Moved by: Mayor Boyd

Motion: That the nominations for CRB Chair cease.

Motion carried unanimously.

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

4. Chair's Opening Remarks

Mayor Crouse thanked members for their support as Chair of the CRB for a second term.

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

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

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

5. Approval of Agenda

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

The Chair declared the agenda approved by 100% consensus.

6. Approval of Minutes of September 12, 2013

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

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

The Chair declared the minutes approved by 100% consensus.



7. Governance

a. CRB Committee Structure Implementation Plan

Mr. Doug Lagore introduced the item. He noted that the “Agenda Committee” was renamed to the “Monitoring and Performance Committee”.

Moved by Mayor Berube.

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

Motion carried unanimously.

b. Breakout Session for Committee Membership Selection

Item was not required.

c. Committee Appointments

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

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

The Chair declared the appointments approved by 100% consensus.

d. CRB Board and Committee Meeting Schedule (*for information only*)

The Chair advised that the December Board meeting is cancelled and that the January Board meeting is scheduled as presented but will only proceed if required.

8. Old Business

a. CRB Membership Review

Mr. Doug Lagore introduced the Item.

Moved by Mayor Berube.

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

Motion carried unanimously.

b. Planning Session to Review CRB Voting Structure – *Warburg*

c. Planning Fund for Small Communities – *St. Albert*

d. REF Amendment – *Land Use Committee*



Mr. Doug Lagore introduced the Items. He advised that the motions will come back to the Board after the CRB Strategic Plan is completed and reviewed by the Governance, Priorities and Finance Committee.

Moved by Mayor Berube.

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

Motion carried unanimously.

9. Administrative Items

- a. Quarterly Financial Statement (*for information only*)
- b. CRB 2014 Budget

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

Moved by Mayor Berube.

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

Motion carried unanimously.

- c. Six Month Interim Activity Report (*for information only*)
- d. CEO's update

Mr. Doug Lagore advised members of the following:

- CRB Office Manager, Charlene Chauvette will provide information regarding CRB expense claim forms to new members following the meeting.
 - The CRB computer system will be down for 1 to 2 days within the upcoming weeks for a system switchover.
 - The CRB staff office will be relocating to the 11th floor, from the 14th floor, at the Bell Tower and the new office will be equipped with a Boardroom for member use, subject to availability.
- e. Upcoming Sessions (*for information only*)
 - i. CRB Orientation Session Agenda, January 17, 2014
 - ii. CRB Strategic Planning Session Agenda, February 8, 2014

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

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

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



1. Prior to the Step # 1 of "Receipt of Application by CRB", the CRB staff may be consulted by an Applicant for advice relative to submission of a REF application.
2. The best professional advice shall be provided to the Applicant by staff in writing. At this stage there shall be no consultant yet engaged by the CRB.
3. Once the Step # 3 is achieved titled "Application Deemed Complete", there shall be no further advice given by CRB staff, CRB consultants and no changes made to the application whatsoever.
4. By sending the "Deemed Complete" email that action clarifies what the final document is that is to be evaluated. Clarification may be sought but no changes are allowed whatsoever to the documents from this point forward until a decision is made by the CRB.

10. Adjournment

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

CRB Chair, Nolan Crouse

CRB CEO, Doug Lagore