



Minutes of the meeting of
the Capital Region Board
held at Grand Ballroom, Chateau Louis Conference Centre
on Thursday, March 13, 2014

Delegates in Attendance:

Mayor Nolan Crouse – St. Albert/Chair
Councillor Kathy Barnhart – 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
Councillor Art Erickson – Wabamun
Mayor John Whaley – Leduc County
Mayor Mel Smith – Redwater
Mayor William Choy – Stony Plain
Mayor Ralph van Assen – Warburg

Mayor Randy Boyd – Bon Accord
Mayor Stephen Lindop – Devon
Mayor Stuart Houston – Spruce Grove
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
Reeve Wayne Woldanski – Lamont County

Absent:

Mayor Doug Horner – Gibbons

Ivan Moore – Government of Alberta

CRB Administration:

Doug Lagore, Chief Executive Officer
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Loreen Lennon, Communications Manager
Charlene Chauvette, Office Manager

Stephanie Chai, Planning Intern
Courtney Andrews, Executive Assistant
Allyson Jacques, Administrative Assistant
Amanda Borman, Administrative Assistant



1. Call to Order

Called to order 9:00 a.m.

2. Chair's Opening Remarks

Chair Crouse informed members that the CRB will be hosting a Capital Region Caucus dinner at the Edmonton Petroleum Club on April 10, 2014 at 5:30 p.m.

3. Approval of Agenda

Chair Crouse advised that the CRB received a letter from Sturgeon County requesting that agenda item 5a regarding REF 2014-001, Sturgeon County MDP be removed from the March 13 agenda and be deferred to the April 10, 2014 Board meeting.

Moved by Mayor Flynn.

B2014-9

Motion: To approve the agenda of March 13, 2014 as amended with the removal of item 5a of the original agenda.

Motion carried unanimously.

Members requested clarification regarding the Regional Evaluation Framework (REF) withdrawal process. Chair Crouse noted that CRB Administration will review the REF withdrawal process, in consultation with CRB legal counsel, and follow-up with the Board in the near future.

4. Approval of Minutes of February 13, 2014

Moved by Mayor Katchur.

B2014-10

Motion: To approve the minutes of February 13, 2014.

Motion carried unanimously.

5. REF Applications

- a. REF 2014-001, Sturgeon County, Proposed Municipal Development Plan

This item was removed from the agenda; to be addressed at the April 10, 2014 Board meeting.

6. CRB 2013 Audited Financial Statements

A handout of 2013 Audited Financial Statements was provided to members. Mr. Michael Epp, partner from Hawkings Epp Dumont LLP, presented the CRB's 2013 Audited Financial Statements.

Moved by Mayor Skinner.



B2014-11

Motion: That the Capital Region Board approve the 2013 calendar year Audited Financial Statements as presented by the CRB auditor.

Motion carried unanimously.

7. Regional Services Committee

a. Letter Regarding Study of High-Speed Rail

Mayor Smith introduced the item. Mayor Whaley requested that the letter be amended to read “capital region infrastructure” versus “regional infrastructure”.

Moved by Mayor Smith.

B2014-12

Motion: That the Capital Region Board forward the attached letter of response to the Standing Committee on Alberta’s Economic Future regarding the Study of High-Speed Rail in the Province of Alberta, as amended.

Motion carried unanimously.

8. Other Business

a. Fort Saskatchewan Motion – Performance Monitoring Committee Terms of Reference Amendment

A handout of the amended Performance Monitoring Committee Terms of Reference was provided to members. Mayor Katchur introduced the item. It was noted that the Terms of Reference should be reviewed and updated further to indicate that each municipality can only be represented once in the Committee membership.

Moved by Mayor Katchur.

B2014-13

Motion: That the Terms of Reference for the Performance Monitoring Committee be amended to increase the membership by one (1) member to provide the City of Edmonton with membership on the Performance Monitoring Committee, thereby increasing the membership to six (6) members.

23 in favour, 1 opposed. Supported by 17 or more municipalities comprising more than 75 percent of the population. **Motion carried.**

b. CEO Administers Selection of Member at Large for the Performance Monitoring Committee – CEO declares successful candidate

Mr. Doug Lagore introduced the item noting the four candidates nominated for the Member at Large for the Performance Monitoring Committee: Mayor Carr, Strathcona County; Mayor Lindop, Devon; Mayor Krischke, Leduc and Mayor Horner, Gibbons.



Members voted and Mayor Krischke was declared the Member at Large for the Performance Monitoring Committee.

Moved by Mayor Lindop.

B2014-14

Motion: To destroy the ballots for the vote of the Member at Large for the Performance Monitoring Committee.

Motion carried unanimously.

Mayor Krischke, representative for the City of Leduc, left the table, noting his alternate Councillor Dana Smith should receive the per diem for the meeting. Councillor Dana Smith, Representative for the City of Leduc, joined the table.

c. Spruce Grove Motion – Economic Development Committee

Mayor Houston introduced the item.

Moved by Mayor Houston.

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

Mayor Katchur put forward a friendly amendment to add the word “proposed” to the motion with reference to the budget for the Committee. The friendly amendment was accepted.

Mayor Lindop put forward an amendment.

Amendment: To remove “taking into consideration the ‘Capitalize – The Economic Roadmap for Alberta’s Capital Region’ report”.

Amendment carried unanimously.

Moved by Mayor Houston.

B2014-15

Amended Motion: That the Board direct the CEO to prepare a Terms of Reference, complete with a proposed budget, for the establishment of an Economic Development Committee and report back to the Board within 90 days.

Motion carried unanimously.

d. St. Albert Motion – Revise CRB Administrative Procedures for the Regional Evaluation Framework



Chair Crouse relinquished the Chair position to Mayor Shaigec, Parkland County. Mayor Crouse introduced the item.

Moved by Mayor Crouse.

Motion: That the CRB CEO revises the May 9, 2013 “CRB Administrative Procedure for the Regional Evaluation Framework”, (and any other related policies, procedures and terms of reference) by including clarification in the following five areas:

1. Prior to Step # 1 “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 Step # 3 “Application Deemed Complete” is achieved, there shall be no further advice given by CRB staff, CRB consultants and no changes made to the application whatsoever.
4. Sending the “Deemed Complete” email verifies the final document to be evaluated. Clarification may be sought but no changes whatsoever may be made to the documents from this point forward until a decision is made by the CRB. If the Third Party Consultant requires clarification regarding an Application, then a supplemental report may be submitted by the Applicant for clarity, but there shall be no alteration made to the original Application.
5. The appeal period be changed from 14 calendar days to 21 calendar days.

Members put forward some points of clarification regarding the motion. In order to address the considerations put forward by the membership, it was agreed that Mayor Crouse bring back a revised motion to the April Board meeting.

Motion withdrawn.

Mayor Shaigec, Parkland County relinquished the Chair position back to Chair Crouse.

10:49 a.m. Mayor Lindop, representative for the Town of Devon, left the table.

9. Administrative Items

a. CEO’s update

- i. Per Diem Summary provided
- ii. Update on Electronic Voting
Administration is exploring the introduction of electronic voting, however, implementation costs may be too great for the Board at this time.



iii. Communications Update

Ms. Loreen Lennon provided an overview the new CRB Newsletter reCAP that will be sent to CRB representatives in the future, and advised that the CRB Chair and CEO will be travelling to member municipalities in the upcoming months to make a presentation to their councils.

10. Committee/Task Force Minutes

Mr. Doug Lagore noted that going forward all Committee and Task Force minutes, once approved, will be posted to the CRB website.

- a. Land Use & Planning Committee (*draft minutes provided*)
- b. Regional Services Committee (*draft minutes provided*)
- c. Energy Corridors Task Force (*draft minutes provided*)

11. Adjournment

Moved by Mayor Carr.

B2014-16

Motion: To adjourn the meeting.

Motion carried unanimously.

The meeting was adjourned at 10:56 a.m.

CRB Chair, Nolan Crouse