

Calgary Metropolitan Region Board
Governance Committee Meeting Agenda
August 23rd 2018, 9:30 AM
#305, 602 – 11th Ave SW

The purpose of this meeting is to convene, discuss and make decisions regarding recommendations to be made to the Calgary Metropolitan Region Board.

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| 1. Call to Order | Sheard |
| 2. Chair's Opening Remarks | Sheard |
| 3. Adoption of Agenda
<i>To adopt and/or revise today's agenda</i> | All |
| 4. Approval of Minutes
<i>To approve the Minutes of the May 18, 2018 meeting</i> | All |

Closed Session (Pursuant to ss.23 and 24 FOIP)

- | | |
|--|---------|
| 5. Revised Q1 and Q2 Actuals (Attachment)
For Decision: <i>To receive and recommend for review by the Board the 2018 revised Q1 actuals and Q2 actuals</i> | Copping |
| 6. 2019 Budget Timeline (Attachment)
For Decision: <i>To review and approve the proposed 2019 Budget Timeline</i> | Copping |
| 7. CMRB Administration Policies (Attachment)
For Decision: <i>To review and approve a Procurement Policy for the CMRB</i> | Copping |
| 8. CMRB Administration Policies (Attachment)
For Discussion: <i>To discuss a potential meeting remuneration policy for the Board</i> | Sheard |
| 9. Dispute Resolution Process (Attachment)
For Review: <i>To provide an update on the first Dispute Resolution Workshop held July 11th</i> | Copping |
| 10. Committee and Board Chairs | Sheard |

Return to Public Session

11.Next Meeting
Book October date

Sheard

12.Adjournment

Governance Committee Members:

Marshall Chalmers (Chestermere)

Larry Spilak (Foothills)

Bill Robertson (Okotoks)

Glenn Koester (Wheatland)

Christopher Sheard, Committee Chair

Upcoming Meetings:

Land Use Committee	Thursday September 6th 9:30 AM	Winsport, COP, Markin MacPhail Centre, Multi- Purpose Room C
Intermunicipal Servicing Committee	1:00 PM	
Board Meetings	Friday September 21 st – 9:00 AM	Mount Royal University Room EC2010

Minutes of the meeting of
the Governance Committee of
the Calgary Metropolitan Region Board
held at Mount Royal University
on Thursday May 17, 2018

Delegates in Attendance:

Reeve Larry Spilak – MD of Foothills
Mayor Bill Robertson – Town of Okotoks
Reeve Glenn Koester – Wheatland County

CMRB Administration:

Chris Sheard, Chair
Jordon Copping, Chief Officer
Shelley Armeneau, Office Manager

1. Call to Order

Called to order at 9:34 PM

2. Chair's Opening Remarks

Inaugural meeting of the Governance Committee. Consider another call out for additional committee members.

3. Adoption of Agenda

Moved by Reeve Koester, **Seconded by** Mayor Robertson, accepted by Chair.

Motion: That the Calgary Metropolitan Region Governance Committee approve the agenda of this meeting.

Motion carried unanimously.

4. Approval of Terms of Reference

Moved by Mayor Robertson, **Seconded by** Reeve Spilak, accepted by Chair.

Motion: That the Calgary Metropolitan Region Governance Committee approve the Terms of Reference as presented.

Motion carried unanimously.

In-Camera Discussion

In-camera session began at 9:40 AM. In-camera session ended at 11:45 AM.

5. Budget - Motions Arising

Moved by Reeve Koester, **Seconded by** Reeve Spilak, accepted by Chair.

Motion: That the Calgary Metropolitan Region Governance Committee recommends to the Board that it approve the 2018 Budget.

Motion carried unanimously.

6. Administration Policies – Motions Arising

CONFIDENTIALITY POLICY

Motion: That the Calgary Metropolitan Region Governance Committee recommends to the Board that it adopt the policy presented as the CMRB Confidentiality Policy, adding at the end *“Breach of this policy will result in such sanction as the Board may determine appropriate”*.

Moved by Mayor Robertson, **Seconded by** Reeve Spilak, accepted by Chair.

Motion carried unanimously.

CONFLICT OF INTEREST POLICY

Motion: That the Calgary Metropolitan Region Governance Committee recommends to the Board that it adopt the Conflict of Interest Policy as presented.

Moved by Reeve Spilak, **Seconded by** Mayor Robertson, accepted by Chair.

Motion carried unanimously.

EXPENSE POLICY

Motion: That the Calgary Metropolitan Region Governance Committee recommends to the Board that it adopt the Government of Alberta Expense Policy as the policy which governs CMRB staff.

Moved by Reeve Koester, **Seconded by** Reeve Spilak, accepted by Chair.

Motion carried unanimously.

7. Dispute Resolution Process – Direction to Administration

Convene a workshop of member CAOs, providing them with resources needed - including legal if necessary, in order to make a recommendation to the Board regarding a dispute resolution mechanism or appeal process that will satisfy the requirements of the legislation and provide a workable mechanism for the Board in the future.

8. Next Meetings

Meetings in August, October and January will be scheduled after confirming availability with Governance Committee members.

9. Adjourned at 11:52 AM.

CMRB Chair, Christopher Sheard

DRAFT

Agenda Item	5
Submitted to	Governance Committee
Purpose	Present to the Governance Committee for Recommendation
Subject	CMRB 2018 Q2 Actuals
Meeting Date	August 23, 2018
For Decision	
That the Governance Committee RECEIVE AND RECOMMEND for review by the Board the 2018 revised Q1 actuals and Q2 actuals	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB has been funded by the Government of Alberta through the Alberta Community Partnership grant program. • The initial funding envelope contained \$1.5 million, with a second funding envelope, of \$570,000, coming from funds which were repurposed from the Calgary Regional Partnership (CRP). • CMRB received a third tranche of funds of \$1.87 million in Q2 2018, again from the CRP. This envelope comes from residual funds left with CRP from member contributions. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Budget 2018, Revised Q1 Actuals, Q2 Actuals 	

1. Introduction

CMRB Budget 2018 recognizes the large role consultants will play in assisting the Board and CMRB Administration develop the Growth and Servicing Plans. The Budget is heavily weighted to the second half of 2018, recognizing the required time for start-up of the organization.

2. Recommendation

CMRB Administration requests that the Governance Committee receive for information the revised Q1 Actuals and Q2 Actuals and recommend they be reviewed by the Board.

	2018 Budget	2018 Q1 Budget	2018 Q1 Actuals Revised	2018 Q2 Budget	2018 Q2 Actuals	Q2 Variance
REVENUE						
GoA Grant	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$0.00	\$0.00	\$0.00
Reallocation of CRP GoA Grant	\$570,000.00	\$0.00	\$0.00	\$570,000.00	\$570,000.00	\$0.00
CRP Reserve Fund Transfer	\$1,850,000.00	\$0.00	\$0.00	\$1,850,000.00	\$1,872,161.37	\$22,161.37
TOTAL	\$3,920,000.00	\$1,500,000.00	\$1,500,000.00	\$2,420,000.00	\$2,442,161.37	\$22,161.37
EXPENDITURES						
CAPITAL EXPENSES						
Computers & Hardware	\$20,000.00	\$10,000.00	\$9,960.00	\$5,000.00	\$2,661.45	\$2,338.55
Office Furniture	\$10,000.00	\$7,500.00	\$6,360.30	\$2,500.00	\$1,685.23	\$814.77
Phone/Internet Hardware	\$7,500.00	\$7,000.00	\$6,800.00	\$500.00	\$0.00	\$500.00
TOTAL CAPITAL EXPENSES	\$37,500.00	\$24,500.00	\$23,120.30	\$8,000.00	\$4,346.68	\$3,653.32
OPERATING EXPENSES						
STAFFING COSTS						
Employee						
Salary	\$345,000.00	\$17,500.00	\$15,141.37	\$90,000.00	\$93,324.88	\$3,324.88 ^{Note 1}
Benefits						
Health	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement	\$45,000.00	\$0.00	\$0.00	\$8,000.00	\$8,000.02	\$0.00
Phone	\$2,000.00	\$0.00	\$0.00	\$450.00	\$450.00	\$0.00
Contractors	\$170,000.00	\$35,000.00	\$32,083.33	\$52,000.00	\$45,000.00	\$7,000.00
TOTAL STAFFING COSTS	\$577,000.00	\$52,500.00	\$47,224.70	\$150,450.00	\$146,774.90	\$3,675.12
OFFICE LEASE						
Fixed Costs	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Variable Costs	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking Stalls	\$9,000.00	\$315.00	\$0.00	\$2,835.00	\$3,150.00	\$315.00 ^{Note 2}
TOTAL OFFICE COSTS	\$42,000.00	\$315.00	\$0.00	\$2,835.00	\$3,150.00	\$315.00
Misc Operating Costs	\$7,500.00	\$1,500.00	\$0.00	\$2,250.00	\$2,842.53	\$592.53 ^{Note 3}

Computer Software	\$3,300.00	\$300.00	\$145.85	\$900.00	\$298.59	\$601.41
Website Costs	\$2,000.00	\$1,200.00	\$1,065.00	\$800.00	\$0.00	\$800.00
Copy Machine	\$4,000.00	\$400.00	\$0.00	\$1,200.00	\$784.23	\$415.77
Moving Expenses	\$2,200.00	\$2,200.00	\$2,026.65	\$0.00	\$0.00	\$0.00
Insurance Costs	\$5,000.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
Phone/Internet Costs	\$4,500.00	\$450.00	\$887.00	\$1,350.00	\$745.15	\$604.85
Legal Fees	\$5,000.00	\$500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Accounting Fees	\$5,000.00	\$500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
TOTAL OFFICE OPERATION COSTS	\$38,500.00	\$9,550.00	\$4,124.50	\$12,000.00	\$4,670.50	\$7,329.50
TRAVEL COSTS						
Travel	\$11,000.00	\$2,000.00	\$664.49	\$3,000.00	\$325.49	\$2,674.51
Lodging	\$4,000.00	\$725.00	\$120.29	\$1,200.00	\$0.00	\$1,200.00
Meals	\$5,000.00	\$909.00	\$358.36	\$1,500.00	\$308.35	\$1,191.65
TOTAL TRAVEL COSTS	\$20,000.00	\$3,634.00	\$1,143.14	\$5,700.00	\$633.84	\$5,066.16
MEETING COSTS						
Board	\$12,000.00	\$1,200.00	\$986.35	\$3,600.00	\$3,418.18	\$181.82
LUC	\$12,000.00	\$1,200.00	\$0.00	\$3,600.00	\$3,087.77	\$512.23
ISC	\$12,000.00	\$1,200.00	\$0.00	\$3,600.00	\$2,291.39	\$1,308.61
GOV	\$4,000.00	\$400.00	\$0.00	\$1,200.00	\$34.85	\$1,165.15
PER DIEM						
Board	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LUC	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ISC	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GOV	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL MEETING COSTS	\$62,400.00	\$4,000.00	\$986.35	\$12,000.00	\$8,832.19	\$3,167.81

CONSULTANT COSTS						
Growth/ Servicing Plan	\$1,080,000.00	\$5,000.00	\$0.00	\$85,000.00	\$37,104.99	\$47,895.01
REF Consultants	\$72,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CONSULTANT COSTS	\$1,152,000.00	\$5,000.00	\$0.00	\$85,000.00	\$37,104.99	\$47,895.01
CONTINGENCY	\$64,000.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$16,000.00
TOTAL EXPENDITURE	\$1,993,400.00	\$99,499.00	\$76,598.99	\$291,985.00	\$205,513.10	\$86,471.90
OPERATING RESERVE	\$1,926,600.00					

Note 4

Notes

1. Staffing budget included GIS Analyst as a contractor, was hired as a term employee.
2. Parking stall for March was not billed until Q2
3. Start up costs still being incurred
4. Q1 Actuals showed a \$16,000 charge in the Contingency Account, this was a clerical error and has been corrected in Q2 document as well as the total expenditure

Confidential

Agenda Item	6
Submitted to	Governance Committee
Purpose	Presented to the Governance Committee for Decision
Subject	CMRB 2019 Budget Timeline
Meeting Date	August 23, 2018
For Decision	
That the Governance Committee REVIEW AND APPROVE the proposed 2019 budget timeline	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB has been operating since February 2018. Budget 2018 process was truncated due to the start up of the organization. • Having an appropriate Budget process in place will allow the Board to approve a Budget before the 2019 fiscal year begins. • This certainty will allow CMRB Administration to enter into contracts which will assist in the development of the Growth and Servicing Plans. 	

1. Introduction

CMRB 2019 Budget Timeline recognizes the large role consultants will play in assisting the Board and CMRB Administration develop the Growth and Servicing Plans. The Budget is heavily weighted to the second half of 2018, recognizing the required time for start-up of the organization.

2. Recommendation

CMRB Administration requests that the Governance Committee approve the proposed Budget timeline.

3. Proposed Timeline

- **October 2018** – First Draft of Budget 2019 presented to the Governance Committee for feedback.
- **November 2018** – Second Draft of Budget 2019, incorporating feedback from Governance Committee members, is presented to the Committee for their review and recommendation to the Board.
- **November 2018** – Budget 2019 presented to the Board for Discussion.
- **December 2018** – Budget 2019, incorporating any feedback from the Board, is presented to the Board for review and approval.

Confidential

Agenda Item	7
Submitted to	Governance Committee
Purpose	Recommendation to the Governance Committee for Decision
Subject	CMRB Procurement Policy
Meeting Date	August 23, 2018
For Decision	
That the Governance Committee APPROVE a recommendation to adopt the attached Procurement Policy for the CMRB	
Background	
<ul style="list-style-type: none"> • It is important for the CMRB to have a procurement policy in place to ensure that procurement is conducted in a fair and transparent manner. • Having a written policy will ensure appropriate processes are followed and that the requirements set out in the New West Trade Partnership Agreement (NWTPA) will be adhered to when procuring goods and services. • A Party governed under the NWTPA may include <i>regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities. CMRB is considered such a Party.</i> 	

1. Introduction

A clear, concise procurement policy guides CMRB staff, contractors and Board members who are directly or indirectly involved in the procurement process. Adopting a policy early will help ensure that appropriate procedures are followed.

The CMRB needs to adhere to the requirements laid out in Section 14(1)c of the NWTPA, which states that Parties shall ensure that government entities post tender notices for all covered procurement through an electronic tendering system or systems provided by the Party. Additional means of providing notices may be used.

regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities where the procurement value is:

(i) \$75,000 or greater for goods;

- (ii) \$75,000 or greater for services; or
- (iii) \$200,000 or greater for construction.

2. Recommendation

CMRB Administration recommends that the Governance Committee recommends to the Board that it adopt the below policy as the CMRB Procurement Policy.

3. Proposed Policy

Policy Brief and Purpose

The Procurement policy establishes the basic direction, philosophies and values for the procurement of goods and services by the Calgary Metropolitan Region Board (the Board).

Scope

This policy affects all employees, Board members and contractors, directly or indirectly involved in the procurement of goods and services for use by the Board.

Policy

The Board will purchase goods and services in a transparent, fair, and efficient manner, securing the best overall value.

Guidelines

1. The Board will adhere to the highest possible standards of business ethics, professional courtesy, and technical competence in all its purchasing practices.
2. The Board will provide fair and equitable treatment to all suppliers and maintain the confidentiality of specifications and price quotations as permitted under the *Freedom of Information and Protection of Privacy Act, RSA 2000 Alberta*, and amendments.
3. The Board expects all vendors to perform their obligations to the Board in good faith. Vendors who do not meet these requirements will not be eligible to participate in future procurements with the Board.

4. PURCHASING METHODS

a. Purchases less than \$75,000 – At the discretion of the Chief Officer whether to utilize a formal quote or informal quote.

b. Purchases over \$75,000 – All procurement of goods or services or a combination of goods and services over \$75,000 except for construction, will be subject to the formal competitive process and must be advertised under the requirements of the

Agreement on Internal Trade Annex 502.4 and the New West Partnership Trade Agreement (NWPTA).

c. Construction \$200,000 and Over – All construction projects \$200,000 and over will be subject to the formal competitive process and must be advertised under the requirements of the Agreement on Internal Trade Annex 502.4 and NWPTA.

d. Formal quotes will follow one of the following competitive bid formats:

- i. Request for Quotation (RFQ);
- ii. Request for Quotation and Contract Form;
- iii. Request for Proposal (RFP);
- iv. Invitation to Tender (ITT); or
- v. Request for Information (RFI).

5. CONFIDENTIALITY

a. All information acquired through the tender process will be held in the strictest confidence.

b. At no time will the tender be discussed with any supplier other than the awarded supplier.

c. Until such time that the actual award has been formalized, suppliers will not be informed of any such decision.

d. Upon the finalization of the award, only the awarded supplier name and total dollar value will be released. This information can be provided in the standard response letter.

e. Any inquiries from suppliers should be directed to the Project Manager responsible for the tender process or the Chief Officer.

6. PURCHASING ETHICS

a. It is the aim of the Board to treat all suppliers in a fair and equal manner. At no time will any individual responsible for purchasing jeopardize the Board's reputation with the supplier community.

b. Any information that is given to one supplier will be given to all suppliers in the tendering process. Such information will be undertaken via formal notification. This is to help reduce or eliminate any potential confusion that may occur.

c. At no time will any individual imply any commitment of any kind to any supplier until such time as the Board is able to formally do so.

Agenda Item	8
Submitted to	Governance Committee
Purpose	Inform the Governance Committee for Discussion
Subject	CMRB Board Member Remuneration
Meeting Date	August 23, 2018
For Discussion	
That the Governance Committee DISCUSS a potential remuneration policy for Board members to attend meetings	
Background <ul style="list-style-type: none"> The now disbanded Calgary Regional Partnership (CRP) remunerated members for their time as does the Edmonton Metropolitan Region Board (EMRB). 	

1. Introduction

The CMRB has the option of compensating Board members for their time to attend meetings. In light of the fact that the CRP and EMRB provide compensation to the Board members the provision for a \$200/ meeting stipend has been made in the current year budget.

2. Recommendation

CMRB Administration does not have a recommendation at this time.

3. Background

The **Edmonton Metropolitan Region Board** has a clear policy, approved by the Board April 14, 2016. The policy is outlined below.

1. Per diems

Board, Committee, and Task Force members or their Alternates may receive a per diem of \$200.00 per day for all formally scheduled Board, Committee, and Task Force meetings. A maximum of \$200.00 may be claimed on any day.

- a. Board, Committee, and Task Force members or their Alternates may receive a per diem only while acting in the capacity of a voting member at the Board, Committee, or Task Force meetings.
- b. Members or alternate members of ad hoc Board Committees are not eligible to receive per diems, unless otherwise agreed to by the CEO.
- c. Mileage for ad hoc meetings may be claimed in accordance with Part 2

2. Travel

- a. Board, Committee, and Task Force members or their Alternates (while acting in the capacity of a voting member) travelling to and from Board, Committee, and Task Force meetings of the Board may receive a travel allowance on a per kilometer basis equivalent to the Government of Alberta rate.
- b. Reimbursement of parking costs for attendance at Board, Committee, and Task Force meetings of the Board will be provided with the submission of paid receipts.
- c. Board, Committee, and Task Force members or their Alternates acting on behalf of the Board and with CEO approval may claim travel expenses. Travel expenses include: cost of air travel at economy rates, vehicle travel allowance on a per kilometer basis equivalent to the Government of Alberta rate, hotel, meals, parking, and taxi fares. Reimbursement for air travel, hotel, meals, parking, and taxi fare costs will require the submission of paid receipts.
- d. Employees and contractors of member municipalities will not be reimbursed for travel expenses under any circumstances.

The now-disbanded **Calgary Regional Partnership** had a different governance model and a slightly different approach to remuneration of its members. The CRP's Compensation and Expense Policy is below.

The purpose of the Board Compensation and Expense Policy for Calgary Regional Partnership (CRP) is to ensure the consistent application of the Compensation and Expense Policy for Board members when fulfilling specific duties and functions.

1. Scope

The Compensation and Expense Policy applies to all Board Members of the Calgary Regional Partnership (CRP).

2. Categories

2.1. Compensation and Reimbursement of Expenses are identified under the following categories:

- a. Compensation to Executive Officers for time to attend official meetings and speaking engagements representing CRP (per diem);
- b. Compensation for Executive Officer responsibilities, referred to as Honorariums;
- c. Reimbursement for automobile expenses; and
- d. Reimbursement of out of pocket expenses.

3. Compensation and Reimbursement Rates

- a. Compensation for Time (per diem) is established at:
\$35 per hour for each eligible hour up to 4 hours; or
\$200 if greater than 4 hours in any one day.

- b. Honorariums are established at:

Chairman of the Board \$ 24,000 per annum

Other Executive Officers \$ 6,000 per annum

- c. Reimbursement for Automobile expenses are established at:

Current Canada Revenue Agency (CRA) reasonable per-kilometer allowance rates.

4. Compensation for Time

Compensation for time (per diem) shall be paid at rates set out above for the following positions and activities:

Position	Activity
Chairman of the Board	Time spent travelling to/from and attending a General Assembly, Board of Directors, Executive Committee and Sub-Committee meetings and representing CRP on official business including speaking engagements.
Other Executive Officers	Time Spent travelling to/from and attending Executive Committee and Sub-Committee meetings and if delegated, representing CRP on official business including speaking engagements.
Chair of Steering Committee	Time spend travelling to/from and attending Steering Committee meetings

5. Compensation for Responsibilities

Honorariums will be paid at the rates outlined above on the last day of each month.

6. Reimbursement for Automobile Expenses

Compensation for automobile expenses (mileage) shall be paid at rates set out above for the following positions and activities:

Position	Activity
Chairman of the Board	Travelling to/from General Assembly, Board of Directors, Executive Committee, Sub-Committee and Steering Committee meetings and representing CRP on official business including speaking engagements.
Other Executive Officers	Travelling to/from General Assembly, Board of Directors, Executive Committee and Sub-Committee

	meetings and if delegated, representing CRP on official business including speaking engagements.
Chair of Steering Committee	Travelling to/from Steering Committee meetings
Director	Travelling to/from General Assembly and Board of Directors meetings

All insurance requirements are the responsibility of each Director/Executive Officer.

7. Reimbursement of out of pocket expenses

Executive Officers will be reimbursed for out of pocket expenses when attending a function approved by the Executive Committee. This includes actual costs and taxes for:

- i. Taxi and parking;
- ii. Hotel or motel room charge;
- iii. Airfare, Train fare (based on economy class);
- iv. Car rentals including Personal Accident Insurance (PAI) and Collision/Loss Damage Waiver (CDW/LDW);
- v. Highway tolls;
- vi. Conference fees and event costs;
- vii. Meals including maximum 15% gratuity; and
- viii. Business meeting expenses including costs associated with the meeting, including business and guest meals and maximum 15% gratuity.

Expenses should be reasonable and necessary. Original receipts must be attached to the claim. Credit card statements are not acceptable.

Compensation for meals should not exceed Breakfast \$15, Lunch \$20 and Dinner \$35.

8. Official Business - Speaking Engagements, Social Events Training and Conferences

All speaking requests are handled through the Executive Director and the Chairman of the Board. The Chairman will be paid for time spent attending a speaking engagement and official CRP business and for automobile and out of pocket expenses.

Officers will not normally be paid for time spent attending social events, nor will they be paid for time spent attending conferences unless they are specifically directed by the Executive Committee to do on behalf of the Partnership. The Executive Committee may preauthorize the payment of the admission/registration fees, automobile and out of pocket expenses to certain events.

Officers will be paid per diem and automobile expenses for in-house training workshops. The Executive Committee may preauthorize compensation for time for external workshops and training.

9. Compensation and Expense Claim Administration

1. All claims for fees and expenses must be submitted on the standard CRP Compensation and Expense claim form for Officers and Directors.
2. All claims for fees and expenses submitted by Officers and Directors will be reviewed by the Executive Director prior to reimbursement.
3. Any disputes related to fees and expenses claimed by Executive Officers and Directors will be referred to the Governance Sub-Committee for resolution.
4. Officers are required to complete a monthly claim form for honorarium payments.
5. Officers and Directors are required to complete a claim form for all out of pocket expenses, automobile expenses, per diem and honorarium claims.

10. Reporting

At the end of the year, a T4A slip will be sent to all Officers/Directors that are receiving compensation payments.

11. Review of Policy

This Policy will be reviewed every two years, at minimum, by the Governance Sub-Committee in consultation with the Finance and Audit Sub-Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Executive Committee to the Board of Directors.

Calgary Metropolitan Region Board
CAO Workshop: Recommendations for an Appeal and/or Dispute Resolution Process
July 11, 2018
Mount Royal University

Summary Notes of Discussion

Present:

Airdrie:	Leona Esau
Calgary:	Diane Shearer, Brad Stevens
Chestermere:	Pat Vincent
Okotoks:	Elaine Vincent
MD of Foothills:	Ryan Payne
High River:	Kara Rusk
County of Wheatland:	Angie Lucas
Rocky View County:	Richard Barrs, Rick McDonald
Cochrane:	Dave Devana

CMRB: Jordon Copping

Facilitator: Barbara McNeil

Capital Region Experience:

- What kinds of disputes arose in Capital Region? Either formal or informal? It would be useful to have this knowledge.
- From eight years of experience in the Capital Region, dispute resolution/appeal was used for process decisions on statutory plans
- Disputes arose over whether the approval/non-approval was fair
- Sometimes – on annexations matters – the MGB would step in
- Capital Region is re-doing their dispute resolution (DR) process – they seem not to be in a hurry. The former regulation referenced:
 - Breach of process
 - Improper administration
 - Discriminatory treatment (CMRB should be clear about this)

What DR process is needed?

- Does CMRB need an appeal mechanism or a dispute resolution mechanism? They are distinct. It seems that statutory plans are final, subject to an appeal. Should there be an appeal of a board decision, or an appeal of the process used?
- Do we want to compromise the control (sanctity) of the board? Should DR mechanism reinforce the decision-making process? Be careful that we don't have an appeal process that is stronger than the board decision making process.
- If decisions are highly political, we need a process to deal with it.
- Even with a Code of Conduct for members, it's hard to get away from political pull.

Board Process

- Does the board evaluate the statutory plan?
- How does the board make its decision?
- If a plan is consistent with the Regional plan, it should not be easily dismissed by the board
- In Capital Region, primary purpose of the board was approval of the regional growth plan and regional transportation. A CAO subcommittee dealt with the statutory plans.
- It's important that CMRB board makes the right policy decisions.
- Success would be to never have an appeal.
- Need good circulation of plans to manage concerns early
- Having a regional evaluation framework and an independent third-party analysis of a plan would avoid some of the political issues (that Capital Region experienced)

Timing:

- Its strange to see within legislation that CMRB 'must at its inception...' develop a DR process. Seems premature. Seems not logical to start a DR process early

Interim Decision Process flow chart discussion.

- Criteria for 'Regionally Significant' will be very clear
- Will be up to a municipality to determine if their plan is regionally significant
- Most decision making on whether a plan meets REF is done by administration and external consultant. (want to avoid political decisions).
- Consensus for CMRB is highlighted in the legislation.
- Build in opportunities to make the process as cooperative as possible
- Important to build relationships first
- Onus is on all the municipalities to fix things early, and as collaboratively as possible
- We need to be ready to address the political risks, and to be tuned into political concerns
- The interim plan won't be as robust as the final growth plan – might we need an interim DR process?
- Is there a DR process for the Growth Plan and the REF?
- Note: see photos of the flow chart from whiteboard - several key observations were written

Next:

- Jordon will convey to the Governance Committee the results of this discussion
- Discussion will continue – likely another workshop
- Present this to the TAG
- An education piece would be helpful: need to understand the decisions the board would take.
- Important to have something in place to make sure we work hard together to resolve issues.
- Some form of interim process....we don't know what yet...for appeal of board decisions. Need to flesh out details, i.e. what would be the criteria for an appeal? A breach of process?