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Minutes of the meeting of  
the Governance Committee of  
the Calgary Metropolitan Region Board  
held at Mount Royal University  
on Friday September 20, 2019

**Delegates in Attendance:**

Mayor Marshall Chalmers – City of Chestermere  
Reeve Larry Spilak – MD of Foothills  
Mayor Bill Robertson – Town of Okotoks  
Councillor Jamie Kinghorn – Town of High River  
Reeve Amber Link – Wheatland County

**CMRB Administration:**

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

**1. Call to Order**

Called to order at 1:15 PM

**2. Adoption of Agenda**

**Moved by** Mayor Robertson, **Seconded by** Mayor Chalmers, accepted by Chair.

**Motion:** That the Calgary Metropolitan Region Governance Committee approve the agenda of the meeting, adding #8a Discussion on CMRB Operations.

**Motion carried unanimously.**

**3. Approval of Minutes**

**Moved by** Councillor Kinghorn, **Seconded by** Mayor Chalmers, accepted by Chair.

**Motion:** That the Calgary Metropolitan Region Governance Committee approve the Minutes of the April 26, 2019 meeting as presented.

**Motion carried unanimously.**

**4. Q2 Actuals**

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

**Motion:** That the Calgary Metropolitan Region Governance Committee receive and recommend for review by the Board the 2019 Q2 Actuals.

**Motion carried unanimously.**

## **5. Signing Authority Policy**

**Moved by** Mayor Robertson, **Seconded by** Mayor Chalmers, accepted by Chair.

**Motion:** That the Calgary Metropolitan Region Governance Committee recommend for approval to the Board the updated Signing Authority Policy with the following additions:

- a) Under #1 add: "(or) grants signing authority to the Vice Chair"
- b) Under #5 add: "and in the absence of the Chair, the Vice Chair"
- c) Add #7 "All cheques may be reviewed quarterly by the Chair and the Vice Chair".

**Motion carried unanimously.**

## **6. Appeal/Dispute Resolution Mechanism**

The Governance Committee suggested a grammar change in 5b) of the document, and it was noted by the Chair. The Committee directed the Chief Officer to include all three options in the package to the Board for decision.

**Moved by** Councillor Kinghorn, **Seconded by** Mayor Robertson, accepted by Chair.

**Motion:** That the Calgary Metropolitan Region Governance Committee recommend for approval to the Board Option 2 of the proposed Dispute Resolution and Appeal Mechanism.

**Motion carried**

## **7. Procedural Policy on Motions**

Jordon Copping reviewed the Policy on Motions and added that an exception with respect to IREF applications should be added. Therefore, at the end of the in the Policy going to the Board the words 'This is not applicable to IREF Applications' will be included.

**Moved by** Reeve Spilak, **Seconded by** Reeve Link, accepted by Chair. **Motion:**

That the Calgary Metropolitan Region Governance Committee recommend for approval to the Board Option 2 of the proposed procedural policy on Motions, adding:

- i.** This Policy is not applicable to IREF Applications;
- ii.** That during a Board or Committee meeting a member may allow a motion to be brought back to the table sooner than six months, if agreed upon by a vote of the Board or Committee; and

- iii. Any circumstance arising not covered by this Policy the Chair shall have consideration for Roberts Rules of Order.

**Motion carried unanimously**

**8. Update on Cost Sharing Model**

The Chief Officer advised that no meetings were held on this item during the summer, and that he would be reconvening the CAOs in the coming months for further discussions.

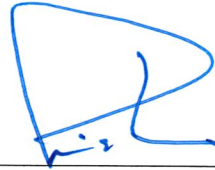
**8a) CMRB Operations**

Mayor Chalmers asked whether the recent actions of the Board to disagree with CMRB staff recommendations caused any morale issues with staff. He noted that member municipality staff work with CMRB and also put a great deal of time and effort into the recommendations, at a cost to their municipality, only to have them overturned. Chair Sheard pointed out that this also happens at council meetings in member municipalities. Jordon indicated that CMRB staff are professionals and capable of working with the direction of the Board, but thanked Mayor Chalmers for his concern.

**9. Next Meeting**

Oct 18 @ MRU, 12:45 PM

**10. Adjourned at 2:38 PM.**



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**CMRB Chair, Christopher Sheard**