

Calgary Metropolitan Region Board
Governance Committee Meeting Agenda
 November 26, 2020 – 9:30 AM
 Go-To Meeting

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

- | | | | |
|---|--------------|---------|-----------|
| 1. Call to Order & Opening Remarks | | Sheard | |
| 2. Adoption of Agenda
<i>To adopt and/or revise the Agenda</i> | | All | |
| 3. Approval of Minutes
<i>For Decision: Motion that the Committee approve the Minutes of October 22, 2020 meeting</i> | (Attachment) | All | 3 |
| 4. 2021 Budget
<i>For Review: Motion that the Committee review and recommend for approval to the Board the proposed CMRB 2021-23 Budget</i> | (Attachment) | Copping | 6 |
| 5. Reserve Funds Policy
<i>For Discussion: That the Committee provide feedback on, and direct Administration to finalize, the proposed Reserve Funds Policy.</i> | (Attachment) | Copping | 9 |
| 6. Cost Sharing Framework
<i>For Decision: That the Committee direct Administration to restart work on developing a fair and equitable membership funding framework for the CMRB to be finalized no later than December, 2021</i> | (Attachment) | Copping | 13 |
| 7. Vice Chair Selection
<i>For Decision: Motion that the Committee elect a Vice Chair</i> | (Attachment) | Copping | 15 |
| 8. Posting Recorded CMRB Meetings
<i>For Discussion: Motion that the Committee discuss options and provide feedback to Administration regarding the recording and posting of Board and Committee meetings online</i> | (Attachment) | Copping | 18 |

9. Chair Contract Extension (Attachment) Copping **20**
For Decision: Motion that the Committee recommend to the Board an extension of Chair Sheard's contract if required
10. Appeal/Reconsideration Mechanism (Verbal) Copping
For Information: Motion that the Committee receive for information a verbal update on the appeal/reconsideration mechanism
11. Proposed Next Meeting: December 17 Sheard
12. Adjournment

Governance Committee Members:

Mayor Peter Brown (Airdrie)	Cllr Jamie Kinghorn (High River)
Cllr George Chahal (Calgary)	Mayor Bill Robertson (Okotoks)
Mayor Marshall Chalmers (Chestermere)	Cllr Jerry Gautreau (Rocky View)
Reeve Suzanne Oel (Foothills)	Reeve Amber Link (Wheatland)
Mayor Jeff Genung (Cochrane)	

Christopher Sheard, Committee Chair

Upcoming Meetings:

Land Use & Servicing Committee	Dec 3 @ 9:30 AM	Go-To Meeting
Board Meeting	Dec 18 @ 9:30 AM	Go-To Meeting
Advocacy Committee	TBD	

Minutes of the meeting of
the Governance Committee of the
Calgary Metropolitan Region Board held by
GoToMeeting on Thursday October 22, 2020

Delegates in Attendance:

Mayor Peter Brown – City of Airdrie
Councillor George Chahal – City of Calgary
Mayor Marshall Chalmers – City of Chestermere
Reeve Suzanne Oel – Foothills County
Mayor Bill Robertson – Town of Okotoks
Councillor Jerry Gautreau – Rocky View County
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 9:30 AM.

2. Adoption of Agenda

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

Motion: That the Committee approve the agenda of the meeting.

Motion carried unanimously.

3. Approval of Minutes

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

Motion: That the Committee approve the Minutes of the July 2, 2020 meeting.

Motion carried unanimously.

4. Q2 Actuals

Moved by Mayor Brown, **Seconded by** Councillor Chahal, accepted by Chair.

Motion: That the Committee receive and recommend for review by the Board the Q2 Actuals.

Motion carried unanimously.

5. Q3 Actuals

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

Motion: That the Committee receive and recommend for review by the Board the Q3 Actuals.

Motion carried unanimously.

6. 2021 Budget

Jordon Copping reviewed this item and answered questions. Members provided feedback on the proposed budget and the following motion was made:

Motion Arising:

Moved by Councillor Chahal, **Seconded by** Mayor Brown, accepted by Chair.

Motion:

a) That the 2021 budget be sent back to CMRB Administration to develop a multi-year forecast in order to have a better understanding of the longer-term impacts to the reserve funds and the level of provincial funding;

b) As part of the budgeting process, to engage the Board in a strategic discussion to establish priorities for 2021; and

c) That the Board develop guidance or principles on how to use the reserve fund.

Motion carried unanimously.

7. Participation of External Stakeholders in CMRB Initiatives

Jordon Copping reviewed the evolution of this topic. Committee members provided feedback and general agreement.

Moved by Councillor Gautreau, **Seconded by** Reeve Oel, accepted by Chair.

Motion: That the Committee recommend for approval by the Board the Policy on Participation of External Stakeholders in CMRB Initiatives.

Motion carried unanimously.

8. Appeal/Reconsideration Mechanism

The Committee discussed the proposed options for a dispute reconsideration mechanism and provided feedback to Administration.

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

Councillor Chahal put forward a friendly amendment to add: b) the option of a mediated dispute resolution.

Motion:

That the Governance Committee authorize CMRB Administration to explore:

- a) the creation of a pool of knowledgeable experts to hear appeals of CMRB decisions;
- b) the option of a mediated dispute resolution; and

Report back no later than the December 2020 meeting of the Governance Committee.

Motion carried unanimously.

9. Next Meeting Thursday November 26.

10. Adjourned at 11:57 AM.

CMRB Chair, Christopher Sheard

Agenda Item	4
Submitted to	Governance Committee
Purpose	For Review
Subject	CMRB 2021-2023 Budget
Meeting Date	November 26, 2020
That the Committee review and recommend for approval to the Board the proposed CMRB 2021-2023 Budget	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB is funded by the Government of Alberta through the Alberta Community Partnership (ACP) grant program. • The Government of Alberta's Budget 2019/2020 reduced funding to the CMRB as per the below chart. • The gift of \$1.8M from the Calgary Regional Partnership provides a reserve against the reduced funding in upcoming years. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Proposed Budget 2021 - 2023 	

1. Background

The CMRB is nearing the completion of the mandated drafting of the Growth and Servicing Plans. Future discussions will determine efforts of the CMRB in 2021 and beyond.

The proposed budget, and in particular the line item for "Regional Initiatives" contains flexibility to support the efforts of the Board. This work may include examining: regional water sharing mechanisms, regional economic development and/or any other initiatives as determined by the Board.

At the October Governance meeting the committee provided feedback to CMRB Administration to:

- a) Develop a multi-year forecast in order to have a better understanding of the longer-term impacts to the reserve funds and the level of provincial funding;

Agenda Item 4

b) As part of the budgeting process to engage the Board in a strategic discussion to establish priorities for 2021; and

c) That the Board develop guidance or principles on how to use the reserve fund.

2. Funding Summary

	Funded Activity	Grant Total
2017/18 CMRB Start-up and Core Administration		\$2,070,000
	(\$1,500,000 + \$570,000 (CRP Surplus))	
2019/20 CMRB Core Administration		\$2,000,000
2020/21 CMRB Core Administration		\$1,750,000
Total CMRB Core Administration Approved Funding		\$5,820,000

Future Estimated Funding

2021/22 CMRB Core Administration Costs*	\$1,500,000
2022/23 CMRB Core Administration Costs*	\$1,000,000
2023/24 CMRB Core Administration Costs*	\$1,000,000

* Estimates – subject to Minister Approval

3. CMRB Account Balances at November 18, 2020

Current Account	~ \$1,115,000.00
GIC	~ \$1,932,000.00
Total	~ \$3,047,000.00

4. Proposed Budget 2021-2023

The proposed budget is attached.

5. Recommendation

That the Committee review and recommend for approval to the Board the proposed CMRB 2021-2023 Budget.

	2019 Budget	2020 Budget	2020 Estimated	2021 Budget	2022 Budget	2023 Budget
REVENUE						
GoA Grant	\$2,000,000.00	\$1,750,000.00	\$1,750,000.00	\$ 1,500,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Interest on GIC	\$0.00	\$40,000.00	\$0.00	\$ -		
Withdrawal from Reserves	\$0.00	\$900,000.00	\$900,000.00	\$ 650,000.00	\$ 900,000.00	\$ 900,000.00
TOTAL Revenue	\$2,000,000.00	\$2,690,000.00	\$2,650,000.00	\$ 2,150,000.00	\$ 1,900,000.00	\$ 1,900,000.00
EXPENDITURES						
CAPITAL EXPENSES						
Computers & Hardware	\$6,000.00	\$6,000.00	\$0.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Office Furniture	\$6,000.00	\$6,000.00	\$0.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Phone/Internet Hardware	\$3,000.00	\$3,000.00	\$0.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
TOTAL CAPITAL EXPENSES	\$15,000.00	\$15,000.00	\$0.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
OPERATING EXPENSES						
STAFFING COSTS						
Salary	\$636,000.00	\$645,000.00	\$645,000.00	\$ 655,000.00	\$ 655,000.00	\$ 655,000.00
Health	\$36,000.00	\$36,000.00	\$36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
Retirement	\$78,000.00	\$78,000.00	\$78,000.00	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00
Phone	\$3,000.00	\$3,000.00	\$3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Board Chair	\$140,000.00	\$140,000.00	\$90,000.00	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00
TOTAL STAFFING COSTS	\$893,000.00	\$902,000.00	\$852,000.00	\$ 912,000.00	\$ 912,000.00	\$ 912,000.00
OFFICE LEASE	\$85,980.00	\$80,000.00	\$80,000.00	\$ 87,000.00	\$ 87,000.00	\$ 87,000.00
OFFICE OPERATING COST						
General Operating Costs	\$35,640.00	\$36,000.00	\$36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
Professional Fees	\$30,000.00	\$30,000.00	\$30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
TOTAL OFFICE OPERATION COSTS	\$65,640.00	\$66,000.00	\$66,000.00	\$ 66,000.00	\$ 66,000.00	\$ 66,000.00
TRAVEL COSTS	\$55,000.00	\$45,000.00	\$5,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
MEETING COSTS						
Meeting Venue/Catering	\$55,800.00	\$55,000.00	\$12,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
Per Diem	\$120,000.00	\$75,000.00	\$50,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
TOTAL MEETING COSTS	\$175,800.00	\$130,000.00	\$62,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
CONSULTANT COSTS						
Growth/ Servicing Plan	\$1,200,000.00	\$1,200,000.00	\$950,000.00	\$ 250,000.00	\$ -	\$ -
Regional Initiatives			\$0.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
REF Consultants	\$288,000.00	\$144,000.00	\$50,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
TOTAL CONSULTANT COSTS	\$1,488,000.00	\$1,344,000.00	\$1,000,000.00	\$ 850,000.00	\$ 600,000.00	\$ 600,000.00
CONTINGENCY	\$36,000.00	\$108,000.00	\$0.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
TOTAL EXPENDITURE	\$2,814,420.00	\$2,690,000.00		\$ 2,150,000.00	\$ 1,900,000.00	\$ 1,900,000.00
Estimated /Actual Expenditure	\$ 2,243,273.23	\$ 2,065,000.00	\$ 2,065,000.00			
Estimated Reserves at Year End		\$ 2,500,000.00		\$ 1,850,000.00	\$ 950,000.00	\$ 50,000.00

Agenda Item 4
Attachment

Agenda Item	5
Submitted to	Governance Committee
Purpose	For Discussion
Subject	Reserve Funds Policy
Meeting Date	November 26, 2020
That the Committee provide feedback on, and direct Administration to finalize, the proposed Reserve Funds Policy.	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB is funded by the Government of Alberta through the Alberta Community Partnership (ACP) grant program. • The Government of Alberta has begun a staged funding reduction to Growth Management Boards in the province to 50% of 2019 funding levels, from \$2M to \$1M annually. • The CMRB was gifted \$1.8M from the Calgary Regional Partnership which provides a cushion against the reduced funding in upcoming years. • The CMRB has the authority to create administrative policy and procedure to govern its operations. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Proposed Reserve Funds Policy 	

1. Introduction

The CMRB is nearing the completion of the mandated drafting of the Growth and Servicing Plans. Future discussions will determine efforts of the CMRB in 2021 and beyond.

The proposed budget, and in particular the line item for “Regional Initiatives” contains flexibility to support the efforts of the Board. This work may include examining: regional water sharing mechanisms, regional economic development and/or any other initiatives as determined by the Board.

At the October Governance Committee meeting the committee provided feedback to CMRB Administration to:

- a) Develop a multi-year forecast in order to have a better understanding of the longer-term impacts to the reserve funds and the level of provincial funding;
- b) As part of the budgeting process to engage the Board in a strategic discussion to establish priorities for 2021; and
- c) That the Board develop guidance or principles on how to use the reserve fund.

1.1 Funding Summary

Funded Activity	Grant Total
2017/18 CMRB Start-up and Core Administration	\$2,070,000
	(\$1,500,000 + \$570,000 (CRP Surplus))
2019/20 CMRB Core Administration	\$2,000,000
2020/21 CMRB Core Administration	\$1,750,000
Total CMRB Core Administration Approved Funding	\$5,820,000
Future Estimated Funding	
2021/22 CMRB Core Administration Costs*	\$1,500,000
2022/23 CMRB Core Administration Costs*	\$1,000,000
2023/24 CMRB Core Administration Costs*	\$1,000,000
	* Estimates – subject to Minister Approval

1.2 CMRB Account Balances at November 18, 2020

Current Account~	\$1,115,000.00
GIC~	\$1,932,000.00
 Total~	 \$3,047,000.00

2. Background

The Department of Municipal Affairs has expressed a viewpoint that Growth Management Boards benefits both the provincial government and the municipal

governments and, due to this joint benefit, both orders of government should be responsible for funding these Boards.

Based on a very preliminary three-year budget, the CMRB current reserves will be drawn down to approximately \$50,000 by December 31, 2023.

Sound financial practices require a certain level of reserves to be able to cover financial obligations in the event of the disruption of funds.

Current best practice suggests that a not-for-profit should have between three to six months of operating costs held in reserves, and that an absolute minimum level of reserve should be one month of operating costs.

3. Policy Rationale

The CMRB is a unique organization with an average of roughly 40% of budgeted expenses for Budgets 2019 – 2021 attributed to consultants. The other 60% of the Budget is core operating expenses.

CMRB contracts allow the CMRB to terminate contracted work without notice, owing only the balance for work completed to the contractor. As such, contractor expenses can be terminated with relative ease.

Core expenses include the following expenses: Staffing, Lease, Office Operation, Meeting and Travel costs.

The rationale for the proposed policy rests on the fact that contracted work can be stopped and restarted rather easily and at minimal cost to the organization whereas core expenses are more fundamental to the operation of the organization. As such, the policy proposes that the reserve fund be kept at a level equivalent to, or greater than, **6 months of a two-year average of budgeted core expenses** consisting of the current year and the upcoming budget year. The minimum reserve level would become part of the budget approval process and budget documents.

If this policy rationale is accepted, the minimum level for reserve funds in 2021 would be set as below:

2019 Budgeted Core Operating Expenses	\$1,223,000
<u>2020 Budgeted Core Operating Expenses</u>	<u>\$1,210,000</u>
Average	\$1,216,500
2020 Reserve Fund Minimum	\$608,250

4. Recommendation

That the Committee provide feedback on, and direct Administration to finalize, the proposed Reserve Funds Policy.

Proposed Reserve Funds Policy

Policy Purpose

The Reserve Funds Policy ensures that the Calgary Metropolitan Region Board retains enough reserves in its accounts to fund core operating expenses for a six month period.

Scope

This policy applies to all CMRB budgeting and banking activities.

Policy

The Calgary Metropolitan Region Board shall, in each budget year, determine a reserve fund minimum, below which reserves funds are not allowed to fall. The reserve fund minimum will represent six (6) months of the average of budgeted core operating expenses for the current fiscal year and the upcoming fiscal year.

Core expenses are Staffing, Lease, Office Operation, Meeting and Travel Expenses.

The reserve fund minimum shall be calculated as follows:

Fifty (50) percent of the Average of Current Fiscal Year Budgeted Core Expenses and Upcoming Fiscal Year Budgeted Core Expenses.

This figure will be reported in budget documents for review by the Governance Committee and approval by Board.

Agenda Item	6
Submitted to	Governance Committee
Purpose	For Decision
Subject	Cost Sharing Formula
Meeting Date	November 26, 2020
<p>That the Committee direct Administration to restart work on developing a fair and equitable membership funding framework for the CMRB to be finalized no later than December, 2021.</p>	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB is funded by the Government of Alberta through the Alberta Community Partnership (ACP) grant program. A gift of \$1.8M from the Calgary Regional Partnership (CRP) was received in 2018. • In April 2019 a meeting was held with the CAOs to discuss first principles, inputs to fund, and potential cost sharing formula models. • Updates were brought forward to the Governance Committee as work continued by member municipality staff and CMRB Administration. • Work stopped on the cost sharing model as a result the financial health of CMRB at the time. • The Government of Alberta's Budget 2019/2020 reduced funding to the CMRB. The projected reduction in provincial funding and current budget estimates for 2021-2023 were presented in a previous agenda item. • The gift of \$1.8M from CRP provided a reserve against the reduced funding in future years. • Administration recommended a policy related to reserve funds in the previous agenda item. • Based on projected budget estimates, and the proposed 6-month reserve fund policy, a deficit is projected in the year 2022. • As a consequence, Administration recommends that the Governance Committee direct Administration to restart the work of developing a membership funding formula for the CMRB 	

1. Future Steps

CMRB Administration would work with municipal CAOs/ Managers, to develop a framework for consideration and refinement by the Governance Committee and the Board.

The framework would include:

1. What costs would be eligible to be funded by member municipalities,
2. A fair and equitable funding formula, and
3. Any other germane considerations which are raised through the work with the CAO group.

2. Recommendation

That the Committee direct Administration to restart work on developing a fair and equitable membership funding framework for the CMRB to be finalized no later than December, 2021.

Agenda Item	7
Submitted to	Governance Committee
Purpose	For Decision
Subject	Vice Chair Election
Meeting Date	November 26, 2020
Motion that the Governance Committee elect a Vice Chair.	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB Board approved a Board and Committee Vice Chair Selection Process Policy on February 15, 2019. • The Board voted to extend the terms of the Vice Chairs at the April 24, 2020 meeting due to COVID issues. • The Vice Chair position became vacant following the passing of Councillor Larry Spilak. • If you are interested in serving as Vice Chair, or would like to nominate another member, please send an email to Administration. Administration will circulate the nominations to all Committee members as they are received. 	
Attachment: Board and Committee Vice Chair Selection Process Policy	

1. Introduction

Following approval of the Board and Committee Vice Chair Selection Process Policy at the February 15, 2019 Board meeting, the Governance Committee elected a Vice Chair in March 2019. The Board voted to extend the terms of the Vice Chairs at the April 24, 2020, meeting for a period not to exceed one year in light of COVID issues. The role has now become vacant following the passing of Councillor Larry Spilak.

If you are interested in serving as Vice Chair, or would like to nominate another member, please send an email to Administration. Administration will circulate the nominations to all Committee members as they are received.

2. Recommendation

That the Governance Committee elect a Vice Chair.

3. Approved Policy

Board and Committee Vice Chair Selection Process Policy

Policy Purpose

To create a mechanism by which the Board and Committees of the Board can select a Vice Chair of the Board and of Committees of the Board.

Scope

This policy applies to the Board and all Committees of the Board.

Policy

Eligibility

Members in good standing of the Board or Committee are eligible to seek a Vice Chair position. Only a Mayor or Reeve is eligible to be a Vice Chair of the Board. Any member of a Committee, but not an alternate, is eligible to be Vice Chair.

Term

Vice Chair terms shall not exceed one year from the date of their selection, either through acclamation or winning a vote. There is no limit on how many terms a Vice Chair may serve.

Role

Vice Chairs will be required to participate in briefings given by CMRB Administration in advance of meetings and may be required to assume Chair duties at Board or Committee meetings. Vice Chairs are eligible to participate fully in any vote of the Board or Committee.

Nomination

Eligible members may volunteer for the Vice Chair role or be nominated for the role by another member of the Board or Committee. If a member is nominated by another member of the Board or Committee the nominated member must confirm they are able and interested to seek the position.

If more than one eligible member of the Board or Committee is nominated for the role of Vice Chair then the Chief Officer will conduct a selection process by secret ballot.

Voting

Members in good standing of the Board or Committee or their alternate are eligible to vote.

Each municipality is only eligible to cast one ballot and there is no weighting to the ballots, one member one vote. The selection of a Vice Chair requires the support of a simple majority of the Board or Committee.

In the event that no candidate achieves a majority on the first ballot, there will be a second round of voting with only the candidates who received the two highest number of votes in the first round on the ballot.

In the event of a tie after the second ballot, the names of both candidates will be written on a slip of paper and placed in a hat. The Chief Officer will draw one name and that candidate will become the Vice Chair.

Agenda Item	8
Submitted to	Governance Committee
Purpose	For Discussion
Subject	Posting Recorded Board and Committee Meetings
Meeting Date	November 26, 2020
Motion that the Committee discuss options and provide feedback to Administration regarding the recording and posting of Board and Committee meetings online.	
<p>Background</p> <ul style="list-style-type: none"> • Prior to the onset of the COVID-19 pandemic in March 2020, CMRB Committee and Board meetings were audio-recorded. Governance and Advocacy Committee meetings were not audio-recorded. • The audio recordings were used to confirm minutes. • Since March 20, 2020 all meetings of the Board have been virtual and streamed online via a CMRB YouTube Channel due to public health guidelines. The streamed meetings have been recorded. • A Board member inquired with CMRB Administration regarding whether meetings were posted to the website. • EMRB does not post meeting recordings to its website. Meetings are streamed online via EMRB YouTube Channel. • Administration wishes to have the Governance Committee discuss and provide direction regarding posting meetings to the CMRB website on a go-forward basis. 	
Attachment: None	

1. Introduction

In response to the Covid-19 pandemic, beginning on March 20, 2020 CMRB began meeting via online platforms. In order to ensure the public had access to the meetings, and to comply with legislated requirements, CMRB Administration livestreams every Board and Committee meeting via YouTube.

Part 17.1 of the *Municipal Government Act* requires that meetings of the CMRB be accessible to the public, but there is no requirement for recordings of meetings to be posted in an online archive.

All Board and Committee Agenda packages are posted online in advance of the meeting, and minutes of every meeting are posted once they are approved. These documents are archived online.

As CMRB did not previously post recordings of in person meetings, Administration did not start posting recordings of meetings beginning on March 20, 2020.

2. Other Organizations

Some municipalities record and post videos of Council and/ or Committee meetings, other municipalities do not do this. The EMRB does not post recorded meetings.

3. Options

There are several considerations for the Governance Committee to discuss, the first being should meetings of the Board and Committees be treated the same or differently?

Once this has been decided there are three alternatives to be considered.

1. Do not post recorded meetings.
2. Post recorded meetings starting at an agreed upon future date.
3. Post recorded meetings starting with March 20, 2020 Board meeting.

4. Recommendation

CMRB Administration has no recommendation at this time.

Agenda Item	9
Submitted to	Governance Committee
Purpose	For Decision
Subject	Chair Contract Extension
Meeting Date	November 26, 2020
Motion that the Committee recommend to the Board an extension of Chair Sheard's contract, if required.	
<p>Background</p> <ul style="list-style-type: none"> • The Board Chair Recruitment Subcommittee is in the process of determining a short-list of Board Chair candidates. • The current Chair's contract will expire at the end of 2020. • In the event a new Chair is not selected by the end of the year, an extension of the current Chair's contract may be required. 	
Attachment: None	

1. Introduction

The Board Chair Recruitment Subcommittee (BCRS) is currently working on the selection of a new Chair. A short-list of candidates will be coming to the Board in the coming weeks. There is a possibility the final candidate will not be selected or able to start by January 1, 2021, and therefore an extension of the current Chair's contract may be necessary.

2. Recommendation

That the Committee recommend to the Board an extension of Chair Sheard's contract, if required.