

Calgary Metropolitan Region Board
Governance Committee Meeting Agenda
 October 28, 2022 – 9:00 AM, Go-To Meeting

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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 & Land Acknowledgement | Clark | |
| 2. Opening Remarks | Clark | |
| 3. Adoption of Agenda
<i>For Decision: Motion to adopt and/or revise the Agenda</i> | All | |
| 4. Approval of Minutes (Attachment)
<i>For Decision: Motion that the Committee approve the Minutes of the July 28, 2022 meeting</i> | All | 3 |
| 5. Q3 Actuals (Attachment)
<i>For Recommendation: Motion that the Committee receive for information and recommend for review by the Board the 2022 Q3 Actuals</i> | Copping | 5 |
| 6. Land Acknowledgments (Verbal)
<i>For Information: Motion that the Committee receive for information a verbal update on land acknowledgments</i> | Copping | |

Closed Session pursuant to Sections 17 & 29 of FOIP

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|---|--------------------------------|----------|
| 7. Proposed Salary Adjustment (Attachment)
<u>Return to Public Session</u> | Clark
Circulated Separately | |
| 8. Budget 2023 (Attachment)
<i>For Recommendation: Motion that the Committee review and recommend approval to the Board the proposed 2023 CMRB Budget</i> | Copping | 7 |

9. Roundtable All
10. Next Meeting: April 14, 2023 Clark
11. Adjournment

Governance Committee Members:

Mayor Peter Brown (Airdrie) Vice Chair	Reeve Delilah Miller (Foothills)
Councillor Gian-Carlo Carra (Calgary)	Councillor Kelly Killick-Smit (High River)
Mayor Jeff Colvin (Chestermere)	Mayor Tanya Thorn (Okotoks)
Mayor Jeff Genung (Cochrane)	Councillor Kevin Hanson (Rocky View)

Upcoming Meetings:

Board Meeting	Friday Nov 18 @ 9:30 AM	Cochrane RancheHouse
Land Use & Servicing Committee	Thursday Nov 3 @ 9:00 AM	GoTo Meeting
Governance Committee	Friday April 14, 2023 @ 9:00 AM	GoTo Meeting

The Calgary Metropolitan Region is honored to be in the traditional territory of the Siksika, Kainai, and Piikani Nations of the Blackfoot Confederacy; the Tsuut'ina Nation; the Bearspaw, Chiniki, and Wesley Nations of the Stoney Nakoda; and the home of Métis Nation of Alberta Region 3.

In the spirit of truth and reconciliation the CMRB is actively working to build meaningful and mutually beneficial long-term relationships with Indigenous Nations and communities in and around the Region.

Minutes of the Meeting of the Governance Committee
of the Calgary Metropolitan Region Board on
July 28, 2022, by Go-To Meeting

Delegates in Attendance:

Mayor Peter Brown – City of Airdrie
Councillor Gian-Carlo Carra – City of Calgary
Mayor Jeff Colvin – City of Chestermere
Mayor Jeff Genung – Town of Cochrane
Reeve Delilah Miller – Foothills County
Councillor Rachel Swendseid – Town of Okotoks
Councillor Kevin Hanson – Rocky View County

CMRB Administration:

Greg Clark, Chair
Jordon Copping, Chief Officer
Jaime Graves, Project Manager-Intermunicipal Servicing
Liisa Tipman, Project Manager-Planning
JP Leclair, GIS Analyst
Shelley Armeneau, Office Manager

1. Call to Order

Chair Clark called the meeting to order at 9:00 AM and provided a land acknowledgment.

2. Approval of Agenda

Moved by Councillor Swendseid, **Seconded by** Mayor Genung, accepted by Chair.

Motion: That the Committee approve the agenda.

Motion carried unanimously.

3. Approval of Minutes

Moved by Councillor Hanson, **Seconded by** Councillor Carra, accepted by Chair.

Motion: That the Committee approve the Minutes of the May 13, 2022 meeting.

Motion carried unanimously.

4. Q2 Actuals

Moved by Mayor Genung, **Seconded by** Councillor Swendseid, accepted by Chair.

Motion: That the Committee receive for information and recommend for review by the Board the 2022 Q2 Actuals.

Motion carried unanimously.

5. Governance Committee Efficiency

Jordon Copping introduced this item that resulted from a motion made at the May 13 meeting to investigate and make recommendations to gain efficiencies, including potentially combining or eliminating Committees, and to include a review of Board meeting schedules and frequency of meetings. Members discussed options for gaining efficiencies at meetings including adopting a consent agenda and combining quarterly financials. The Committee also discussed the composition of Committees and whether a diversity of councillors sitting at the table would be more beneficial for a variety of opinions. Some felt that capacity was an issue. The majority agreed that having more complex discussions at the committee level so that the Board can continue to make higher level decisions makes sense.

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

Motion: That the Committee recommend to the Board the adoption of a consent agenda structure for future meetings of the Board.

Motion carried unanimously.

6. Roundtable

Committee members briefly discussed the upcoming meeting with the Alberta Health Minister and establishing a protocol for the meeting with a unified message. Councillor Hanson updated the Committee on a commemorative ceremony being held August 20 on Whyte Avenue in Bragg Creek honouring the family that Bragg Creek was named after. Chair Clark reminded members that the naming ceremony for the Bill Robertson Park in Okotoks would be held September 10. The invitation was previously circulated to all members and staff.

7. Next Meeting Friday October 28, 2022.

8. Adjourned @ 9:55 AM.

CMRB Chair, Greg Clark

Agenda Item	5
Submitted to	Governance Committee
Purpose	Present to the Governance Committee for Recommendation
Subject	CMRB 2022 Q3 Actuals
Meeting Date	October 28, 2022
<i>That the Committee receive for information and recommend for review by the Board the 2022 Q3 actuals</i>	
<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. 	
<p>Attachments</p> <ul style="list-style-type: none"> Q3 Actuals 	

1. Introduction

CMRB Administration has compiled the Q3 Actuals for review by the Governance Committee.

2. Recommendation

That the Governance Committee receive for information and recommend for review by the Board the 2022 Q3 Actuals.

	2022 Budget	2022 Q3 Budget	2022 Q3 Actuals	Q3 Variance	YTD Budget	YTD Actual	YTD Variance
REVENUE							
GoA Grant	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$0.00
Interest on GIC	\$0.00	\$0.00	\$1,183.14	\$1,183.14	\$0.00	\$1,183.14	\$1,183.14
Withdrawal from Reserves	\$937,000.00	\$200,000.00	\$0.00	-\$200,000.00	\$767,000.00	\$580,291.97	-\$186,708.03
TOTAL Revenue	\$1,937,000.00	\$1,200,000.00	\$1,001,183.14	-\$198,816.86	\$1,767,000.00	\$1,581,475.11	-\$185,524.89
EXPENDITURES							
CAPITAL EXPENSES							
Computers & Hardware	\$6,000.00	\$1,500.00	\$0.00	\$1,500.00	\$4,500.00	\$0.00	\$4,500.00
Office Furniture	\$6,000.00	\$1,500.00	\$0.00	\$1,500.00	\$4,500.00	\$0.00	\$4,500.00
Phone/Internet Hardware	\$3,000.00	\$750.00	\$0.00	\$750.00	\$2,250.00	\$0.00	\$2,250.00
TOTAL CAPITAL EXPENSES	\$15,000.00	\$3,750.00	\$0.00	\$3,750.00	\$11,250.00	\$0.00	\$11,250.00
OPERATING EXPENSES							
STAFFING COSTS							
Salary	\$655,000.00	\$161,000.00	\$161,145.25	-\$145.25	\$494,000.00	\$498,868.06	-\$4,868.06
Health	\$38,000.00	\$9,500.00	\$10,506.96	-\$1,006.96	\$28,500.00	\$24,516.25	\$3,983.75
Retirement	\$83,000.00	\$20,750.00	\$14,858.43	\$5,891.57	\$62,250.00	\$45,309.69	\$16,940.31
Phone	\$3,000.00	\$750.00	\$750.00	\$0.00	\$2,250.00	\$2,250.00	\$0.00
Benefits	\$124,000.00	\$31,000.00	\$26,115.39	\$4,884.61	\$93,000.00	\$72,075.94	\$20,924.06
Board Chair	\$110,000.00	\$27,500.00	\$27,634.00	-\$134.00	\$82,500.00	\$82,354.49	\$145.51
TOTAL STAFFING COSTS	\$889,000.00	\$219,500.00	\$214,894.64	\$4,605.36	\$669,500.00	\$653,298.49	\$16,201.51
OFFICE LEASE	\$87,000.00	\$21,750.00	\$19,732.05	\$2,017.95	\$65,250.00	\$58,522.40	\$6,727.60
OFFICE OPERATING COST							
General Operating Costs	\$36,000.00	\$9,000.00	\$5,062.24	\$3,937.76	\$27,000.00	\$26,976.05	\$23.95
Professional Fees	\$30,000.00	\$7,500.00	\$1,793.75	\$5,706.25	\$22,500.00	\$13,171.25	\$9,328.75
TOTAL OFFICE OPERATION COSTS	\$66,000.00	\$16,500.00	\$6,855.99	\$9,644.01	\$49,500.00	\$40,147.30	\$9,352.70
TRAVEL COSTS	\$30,000.00	\$7,500.00	\$400.24	\$7,099.76	\$22,500.00	\$442.47	\$22,057.53
MEETING COSTS							
Meeting Venue/Catering	\$40,000.00	\$10,000.00	\$7,591.07	\$2,408.93	\$30,000.00	\$11,624.69	\$18,375.31
Per Diem	\$55,000.00	\$13,750.00	\$6,355.41	\$7,394.59	\$41,250.00	\$10,654.37	\$30,595.63
TOTAL MEETING COSTS	\$95,000.00	\$23,750.00	\$13,946.48	\$9,803.52	\$71,250.00	\$22,279.06	\$48,970.94
CONSULTANT COSTS							
Growth/ Servicing Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Regional Initiatives	\$600,000.00	\$150,000.00	\$7,163.47	\$142,836.53	\$450,000.00	\$62,424.63	\$387,575.37
REF Consultants	\$80,000.00	\$20,000.00	\$6,908.50	\$13,091.50	\$60,000.00	\$13,078.99	\$46,921.01
TOTAL CONSULTANT COSTS	\$680,000.00	\$170,000.00	\$14,071.97	\$155,928.03	\$510,000.00	\$75,503.62	\$434,496.38
CONTINGENCY	\$75,000.00	\$18,750.00	\$417.69	\$18,332.31	\$56,250.00	\$417.69	\$55,832.31
TOTAL EXPENDITURE	\$1,937,000.00	\$481,500.00	\$270,319.06	\$211,180.94	\$1,455,500.00	\$850,611.03	\$604,888.97

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- NOTES
1. The ACP Grant was received from the GoA in Q3
 2. In year withdrawals from reserves are higher than overall reserve draw down because of timing of GoA grant.
 3. Salary was budgeted before CPP and EI numbers were released. Staffing costs will be within original budget.
 4. CMRB accounts are calculated on a cash basis. Extra paymen in the quarter. Costs will be within budget.
 5. Any costs related to the Growth and Servicing Plan finalization are billed to Contingency
 6. Under budget due to delay in beginning some Regional Initiative work

Agenda Item	8
Submitted to	Governance Committee
Purpose	For Recommendation
Subject	CMRB 2023 Budget
Meeting Date	October 28, 2022
<i>That the Committee review and recommend approval to the Board the proposed 2023 CMRB Budget</i>	
<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 \$1,800,000 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 2023 	

1. Background

The Minister has approved the Growth and Servicing Plans and they have been in effect since August 15, 2022. The Board has given direction for future work, including and outside of the implementation of the Growth and Servicing Plans.

The proposed budget, and in particular the line item for “Regional Initiatives” contains flexibility to support the implementation of the Growth and Servicing Plans, as well as other efforts of the Board.

In January 2021, the Board approved the Reserve Funds Policy, which indicates that CMRB Administration shall, in each budget year, determine a reserve fund minimum, below which reserve funds are not allowed to fall. The reserve fund

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minimum will represent six (6) months of the average of budgeted core operating expenses of the current fiscal year and the upcoming fiscal year. Based on the policy, the reserve funds for 2023 budget are \$600,000. The proposed budget respects the Reserve Policy of the CMRB. The Reserve Funds Policy can be found on the CMRB website [here](#).

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 Costs	\$2,000,000
2020/21 CMRB Core Administration Costs	\$1,750,000
2021/22 CMRB Core Administration Costs	\$1,500,000
2022/23 CMRB Core Administration Costs	\$1,000,000
Total CMRB Core Administration Approved Funding	\$8,320,000

Future Estimated Funding

2023/24 CMRB Core Administration Costs	\$1,000,000
	Estimate – subject to Approval
2024/25 CMRB Core Administration Costs	\$1,000,000
	Estimate – subject to Approval
2025/26 CMRB Core Administration Costs	\$1,000,000
	Estimate – subject to Approval

3. CMRB Account Balances at October 18, 2022

Current Account	~ \$1,400,000.00
GIC	~ \$1,480,000.00
Total	~ \$2,880,000.00

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4. Recommendation

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

	2021 Actual	2022 Budget	2022 Estimated	2023 Forecast	2024 Forecast
REVENUE					
GoA Grant	\$ 1,500,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Interest on GIC	\$ 17,965.55	\$ -	\$ -	\$ -	\$ -
Withdrawal from Reserves	\$ -	\$ 937,000.00	\$ 352,000.00	\$ 973,000.00	\$ 375,000.00
8 member contribution	\$ -	\$ -	\$ -	\$ -	\$ 614,000.00
TOTAL Revenue	\$ 1,517,965.55	\$ 1,937,000.00	\$ 1,352,000.00	\$ 1,973,000.00	\$ 1,989,000.00
EXPENDITURES					
CAPITAL EXPENSES					
Computers & Hardware	\$ 687.97	\$ 6,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00
Office Furniture	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00
Phone/Internet Hardware	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
TOTAL CAPITAL EXPENSES	\$ 687.97	\$ 15,000.00	\$ 5,000.00	\$ 15,000.00	\$ 12,000.00
OPERATING EXPENSES					
STAFFING					
Salary	\$ 649,641.33	\$ 655,000.00	\$ 655,000.00	\$ 690,000.00	\$ 705,000.00
Benefits	\$ 113,733.20	\$ 124,000.00	\$ 124,000.00	\$ 136,000.00	\$ 140,000.00
Board Chair	\$ 119,412.11	\$ 110,000.00	\$ 100,000.00	\$ 110,000.00	\$ 110,000.00
TOTAL STAFFING	\$ 882,786.64	\$ 889,000.00	\$ 879,000.00	\$ 936,000.00	\$ 955,000.00
OFFICE LEASE	\$ 73,456.99	\$ 87,000.00	\$ 80,000.00	\$ 87,000.00	\$ 87,000.00
OFFICE OPERATION					
General Operating	\$ 37,291.90	\$ 36,000.00	\$ 36,000.00	\$ 40,000.00	\$ 40,000.00
Professional Fees	\$ 21,002.24	\$ 30,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00
TOTAL OFFICE OPERATION	\$ 58,294.14	\$ 66,000.00	\$ 56,000.00	\$ 70,000.00	\$ 70,000.00
TRAVEL & STAFF DEVELOPMENT	\$ 1,768.03	\$ 30,000.00	\$ 12,000.00	\$ 30,000.00	\$ 30,000.00
MEETING					
Meeting Venue/Catering	\$ 3,743.36	\$ 40,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00
Per Diem	\$ 39,598.28	\$ 55,000.00	\$ 40,000.00	\$ 50,000.00	\$ 50,000.00
TOTAL MEETING	\$ 43,341.64	\$ 95,000.00	\$ 55,000.00	\$ 80,000.00	\$ 80,000.00
CONSULTANT					
Growth/ Servicing Plan	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -
Regional Initiatives	\$ 53,601.55	\$ 600,000.00	\$ 175,000.00	\$ 600,000.00	\$ 600,000.00
REF Consultants	\$ 50,476.72	\$ 80,000.00	\$ 25,000.00	\$ 80,000.00	\$ 80,000.00
TOTAL CONSULTANT	\$ 354,078.27	\$ 680,000.00	\$ 200,000.00	\$ 680,000.00	\$ 680,000.00
CONTINGENCY	\$ 47,417.21	\$ 75,000.00	\$ 65,000.00	\$ 75,000.00	\$ 75,000.00
TOTAL EXPENDITURE	\$ 1,461,830.89	\$ 1,937,000.00	\$ 1,352,000.00	\$ 1,973,000.00	\$ 1,989,000.00
Reserves at Year End	\$ 2,300,000.00	\$ 1,363,000.00	\$ 1,948,000.00	\$ 975,000.00	\$ 600,000.00

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Project Budgets

	2022	2023	2024	2025	2026	2027	
Economic Dev phase 2	\$ 20,000.00	\$ 140,000.00	\$ -	\$ -	\$ -	\$ -	\$ 160,000.00
Ec Development phase 3	\$ -	\$ 40,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 140,000.00
DEAL Update	\$ 15,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 65,000.00
ESA Database	\$ 20,000.00	\$ 132,000.00	\$ 48,000.00	\$ -	\$ -	\$ -	\$ 200,000.00
Indigenous Engagement	\$ 15,000.00	\$ 60,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 155,000.00
Water Table Update	\$ 15,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
RTTMP Scoping	\$ 20,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00
RTTMP	\$ -	\$ 20,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 55,000.00	\$ 600,000.00
Placetype monitoring	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00
Regional Water Strategy	\$ -	\$ 20,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 380,000.00
KPI Development	\$ -	\$ 15,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 40,000.00
Population & Employmen	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00
5 year GP and SP Update	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00
Regional Rec TOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-regional collab/JPAs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 105,000.00	\$ 597,000.00	\$ 538,000.00	\$ 315,000.00	\$ 375,000.00	\$ 225,000.00	\$ 2,155,000.00

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