

Minutes of the Meeting of the Governance Committee
of the Calgary Metropolitan Region Board on
Thursday December 16, 2021, by Go-To Meeting

Delegates in Attendance:

Deputy Mayor Tina Petrow – 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 Kelly Killick-Smit – Town of High River
Councillor Kevin Hanson – Rocky View County
Councillor Jason Montgomery – Town of Strathmore
Reeve Amber Link – Wheatland County

CMRB Administration:

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

1. Call to Order

Chair Greg Clark called the meeting to order at 9:00 AM.

2. Approval of Agenda

Moved by Mayor Genung, **Seconded by** Councillor Killick-Smit, accepted by Chair.

Motion: That the Committee approve the agenda.

Motion carried unanimously.

3. Review Minutes

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

Motion: That the Committee approve the Minutes of the September 2, 2021 meeting.

Motion carried unanimously.

4. Terms of Reference Overview

Chair Clark reviewed the Terms of Reference and noted that the Governance Committee receives disclosure statements relating to conflicts of interest of the Chair. Therefore, he will be circulating an email to members identifying his participation on other committees and activities.

Moved by Councillor Hanson, **Seconded by** Deputy Mayor Petrow, accepted by Chair.

Motion: That the Committee receive for information the Board approved Governance Committee Terms of Reference.

Motion carried unanimously.

5. Vice Chair Selection

Moved by Councillor Killick-Smit, **Seconded by** Councillor Carra, accepted by Chair.

Motion: That the Committee receive for information the Vice Chair Selection process.

Motion carried unanimously.

6. Q3 Actuals

Jordon Copping reviewed the Q3 actuals and briefly discussed CMRB's reserve policy, as well as the history of grant monies.

Moved by Reeve Link, **Seconded by** Councillor Hanson, accepted by Chair.

Motion: That the Committee receive for information and recommend for review by the Board the 2021 Q3 Actuals.

Motion carried unanimously.

7. Board Chair & Chief Officer Performance Review

Chair Clark reviewed the performance review timelines in the brief. The Committee discussed delaying the goal setting process in order to allow for the strategic planning session tentatively scheduled for March.

Moved by Deputy Mayor Petrow, **Seconded by** Councillor Killick-Smit, accepted by Chair.

Motion that the Committee receive for information an update on the Board Chair and Chief Officer Performance Review Process.

Motion carried unanimously.

8. Motions – Receiving for Information

At the December Board meeting a member asked to bring forward a discussion on the intent and meaning of motions to "receive for information", following which the Board referred the matter to the Governance Committee. There was discussion on the history of the Board's decision to receive items for information. Clarity was provided by a member that CMRB Administration's reporting to the Province on decisions made by the Board was the reason for bringing the item forward. There was support for continuing to record the receive for information motions as a measure of the volume of work being done by the Board, and

support for changing the way the reporting to the Province incorporates those motions.

Motion Arising

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

Motion that the Committee supports the intent of the draft motion below and directs administration to refine the draft for approval of the Board at the January meeting.

Draft Motion:

That the Committee recommend to the Board that motions to Receive for Information be defined as:

A motion to receive for information is made as acknowledgment and to retain the item, matter, report, presentation, recommendation, or other thing in the corporate record without taking additional action;

And

That the votes in favour of a motion to accept for information will not indicate support for the matter addressed and will not be included in any data regarding motions supported unanimously by the Board.

Motion carried unanimously.

9. 2021 Audit and Annual Report

Jordon Copping provided a verbal update:

Audit: CMRB has reengaged Avail LLP as auditors for the next 3 years, and they are beginning their work on our file at the end of December. The audit process is relatively simple as all work is done through QuickBooks which Avail can access online. Administration's intent is to bring the audited financials to the February Governance meeting.

Annual Report: One of the requirements of CMRB's Regulation is to provide Municipal Affairs with an Annual Report. It was deferred last year due to the heavy lifting of the work to create the Growth and Servicing Plans, but staff are working on a compendium of 2020 and 2021 and will bring it to this Committee in February for discussion and feedback.

Moved by Councillor Carra, **Seconded by** Deputy Mayor Petrow, accepted by Chair.

Motion: That the Committee receive for information a verbal update on the 2021 Audit and Annual Report.

Motion carried unanimously.

10. Next Meeting

The Committee discussed a previously circulated meeting schedule and conflicts were identified with the third Thursday of the month. It was agreed most of the meetings would be moved to Fridays. The new proposed 2022 schedule is as follows:

- Friday February 25
- Friday May 13
- Thursday July 28
- Friday October 28

11. Adjourned @ 10:35 AM.



CMRB Chair, Greg Clark