

Minutes of the meeting of  
the Governance Committee of the  
Calgary Metropolitan Region Board held by  
GoToMeeting on Thursday February 18, 2021

### **Delegates in Attendance**

Mayor Peter Brown – City of Airdrie  
Councillor George Chahal – City of Calgary  
Mayor Marshall Chalmers – City of Chestermere  
Mayor Jeff Genung – Town of Cochrane  
Reeve Suzanne Oel – Foothills County  
Mayor Bill Robertson – Town of Okotoks  
Reeve Dan Henn – Rocky View County  
Councillor Jamie Kinghorn – Town of High River  
Reeve Amber Link – Wheatland County

### **CMRB Administration:**

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

#### **1. Call to Order**

Called to order at 10:00 AM.

#### **2. Adoption of Agenda**

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

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

**Motion carried unanimously.**

#### **3. Approval of Minutes**

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

**Motion:** That the Committee approve the Minutes of the December 17, 2020 meeting.

**Motion carried unanimously.**

#### **4. Q4 Actuals**

Jordon Copping reviewed the Q4 Actuals. Members asked questions about the possibility of amending the per diem policy now that meetings are being held virtually. CMRB Administration will prepare a brief and this item will come to the next Governance Committee meeting.

Jordon noted a suggestion relating to GICs to investigate “laddering” investments or looking into money market/treasury bill options for a better rate of interest.

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

**Motion:** That the Governance Committee add a discussion on the Per Diem Expense Policy to the next Governance Committee meeting.

**Motion carried unanimously.**

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

**Motion:** That the Committee receive and recommend for review by the Board the Q4 Actuals.

**Motion carried unanimously.**

## **5. Dispute Framework**

Jordon Copping answered questions from the Committee. A suggestion was made that the existing Board and Land Use & Servicing Committee could serve as the dispute resolution committee, rather than creating a new committee. There was general consensus that the Board Administration should not have the authority to reject a Notice of Dispute which does not satisfy the mandatory requirements, as set out on page 10 of the agenda package. A request was made to clarify the wording on “What is the REF Appeal Process” relating to the complainant. Members discussed which decisions are subject to a dispute. Foothills County specifically requested that when this item goes to the Board, the brief prepared by Administration sets out their concerns about the composition of facilitated discussions around the creation of a new committee (dispute resolution committee) versus utilizing existing committees. It was noted that the Land and Property Rights Tribunal (proposed to replace the Municipal Government Board (MGB)) has not been set up yet, although the intention is for it to be convened in June 2021. Jordon noted a suggestion when bringing the conversation to the Board that he highlight how the MGB and challenges would work, and include hypothetical situations.

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

**Motion:** That the Governance Committee approve the Dispute Resolution Framework and Direct Administration to draft a Bylaw.

**Motion carried.**

## 6. REF Appeal Process

Jordon asked members for feedback specifically on the benefits of a written hearing and whether written evidence should be provided either by CMRB Administration on behalf of those making the challenge, or whether it should be the members themselves. Some members felt that while the cost would be greater to allow for oral hearings, determining a fair outcome would be more important. A suggestion was made to start with a written submission and then, according to a certain criteria, go to a further hearing for verbal submissions.

Members discussed the Terms of Reference for the proposed Dispute Resolution Committee and the following motion was made:

### **Motion Arising:**

**Moved by** Reeve Henn, **Seconded by** Reeve Link, accepted by Chair.

**Motion:** That the Committee direct CMRB administration to reduce the Dispute Resolution Committee membership to include:

- One (1) representative from a City;
  - One (1) representative from a Town, and;
  - One (1) representative from a County,
- And three (3) alternates, as noted in the agenda package.

**Motion carried unanimously.**

Final comments were made on the REF appeal process and Non-REF reconsideration process. A member asked it be noted that item 4.1 Appeal to the Municipal Government Board is still being explored, including the question around process and committee. Jordon noted he would be having further discussions with Municipal Affairs and the Chair of the Municipal Government Board on process and will be drafting a bylaw that will either be more enabling or with two options.

**Moved by** Mayor Robertson, **Seconded by** Mayor Brown, accepted by Chair. A friendly amendment was made to include "as amended" to a) and b) which was accepted by the Mover.

**Motion:** That the Committee:

- a) Approve the REF Appeal Process, as amended, and direct Administration to draft a Bylaw and
- b) Approve the Non-REF Reconsideration Process, as amended, and direct Administration to draft a bylaw.

**Motion carried unanimously.**

## 7. Treaty 7 Lands Acknowledgement

Jordon provided a verbal update on this item. Administration is working to engage with indigenous neighbours on the appropriate wording. Wheatland requested that Siksika also be consulted and offered to connect Jordon to Chief Crowfoot. This item will come back to a future meeting.

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

**Motion:** That the Committee accept for information an update on the Treaty 7 Land Acknowledgement.

**Motion carried unanimously.**

## 8. Chief Officer Performance Review

Chair Sheard addressed this item. The policy states the Chief Officer will prepare a statement on how he feels he has done relating to the objectives set for him. Next is a 360 consultation with staff, board members and the chair. Chair Sheard undertook to get the process going and his part of the contribution in hand before his term ends in February. The process will not be complete for approximately one month, so the conclusion will fall to Chair Clark. Members can expect to receive a request for input on 360 contributions on Jordon's performance evaluation in the coming days.

A member noted that Chair Clark should start the process for setting goals and strategic targets for 2021.

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

**Motion:** That the Committee discuss the Performance Evaluation Procedure for the Chief Officer in 2021.

**Motion carried unanimously.**

## 9. New Chair Disclosure of Concurrent Roles

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

**Motion:** That the Committee receive for information a letter from Chair Clark disclosing concurrent roles per the Board Conflict of Interest Policy.

**Motion carried unanimously.**

**10. Next Meeting:** April 8, 2021.

**11. Adjourned at 12:44 PM.**

Members expressed their sincere thanks and appreciation for Chris Sheard's input, hard work and efforts as Chair of CMRB over the past 3 years.



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**CMRB Chair, Greg Clark**