
Minutes of the meeting of
the Governance Committee of the
Calgary Metropolitan Region Board held by
GoToMeeting on Thursday April 16, 2020

Delegates in Attendance:

Mayor Peter Brown – City of Airdrie
Councillor George Chahal – City of Calgary
Mayor Marshall Chalmers – City of Chestermere
Councillor Larry Spilak – Foothills County
Mayor Bill Robertson – Town of Okotoks
Councillor Jerry Gautreau – Rocky View County
Councillor Jamie Kinghorn – Town of High River
Councillor Glenn Koester – Wheatland County

CMRB Administration:

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

1. Call to Order

Called to order at 9:38 AM.

2. Adoption of Agenda

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

Motion: That the Committee approve the agenda of the meeting, adding 6.1
Process for Adding Agenda Items.

Motion carried unanimously.

3. Approval of Minutes

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

Motion: That the Committee approve the Minutes of the February 21, 2020
meeting.

Motion carried unanimously.

4. Q1 Actuals

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

Motion: That the Committee receive and recommend for review by the Board
the Q1 Actuals.

Motion carried unanimously.

5. Signing Authority Policy Amendment

Members reviewed the amended Signing Authority Policy and recommended changes for CMRB Administration to implement and recirculate for an email vote and, if approved, be placed on the next Board agenda for approval.

6. Conflict of Interest Policy

CMRB Administration took feedback from the Committee to:

- Identify and circulate by email the section of the Regulation that describes Directors' duties at the Board table, and to provide clarification on Board members' fiduciary duty when discussing CMRB issues in public.
- Explore whether CMRB policies should be submitted to the Minister of Municipal Affairs for approval to ensure they are in alignment with the Regulation.

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

Motion: That the Committee amend the Outside Activities section of the Conflict of Interest Policy as per the included language and recommend the amended Outside Activities language to the Board for approval.

Motion carried unanimously.

6.1 Process for Adding Agenda Items

The City of Airdrie asked for a discussion on the procedure for allowing walked-on last minute additions to agendas that are new subject material. They highlighted concerns around the lack of time to research significant motions coming forward that committee members and their administration have not had time to consider. Options suggested were tabling an item to the next meeting or bringing forward a notice of motion for consideration at an upcoming meeting. Chair Sheard noted that members have the option to bring forward an item to CMRB Administration for addition to the agenda package prior to the one week in advance deadline. Direction was given to Administration to create a proposed process to bring to the next Governance Committee meeting.

7. Performance Evaluation Process for Chair & CO

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

Motion: That the Committee recommend for approval to the Board the Performance Evaluation Process for the Chair and Chief Officer.

Motion carried unanimously.

8. Committee Terms of Reference

The Committee provided feedback to CMRB Administration to create a template for Committee Terms of Reference, including a quorum requirement, simple majority voting and remote participation.

9. Appeal/Dispute Resolution Mechanism

Jordon Copping advised that he had the opportunity to have preliminary discussions with representatives from the Municipal Government Board and Municipal Affairs and they are effectively open to the possibility of having appeals from CMRB be heard at the Municipal Government Board level. This item will come back to the next meeting with a further update.

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

Motion: That the Governance Committee receive an update on the development of this mechanism.

Motion carried unanimously.

Closed Session

The Committee moved into a closed Session @ 11:16 AM.

Mayor Robertson left the meeting @ 11:40 AM

The Committee returned to public session @ 11:54 PM

10. Chair & Chief Officer Goals for 2020

Motion Arising:

Moved by Councillor Spilak, **Seconded by** Councillor Gautreau, accepted by Chair.

Motion: That the Governance Committee approve the Chair and Chief Officer Goals for 2020.

Motion carried unanimously.

11. Next Meeting: Friday May 14 @ 9:30 AM, via GoToMeeting

12. Adjourned at 11:58.



CMRB Chair, Christopher Sheard

