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Minutes of the meeting of  
the Governance Committee of  
the Calgary Metropolitan Region Board  
held at Mount Royal University  
on Friday February 21, 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 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 8:00 AM

**2. Adoption of Agenda**

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

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

**Motion carried unanimously.**

**3. Approval of Minutes**

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

**Motion:** That the Governance Committee approve the Minutes of the January 30, 2020 meeting.

**Motion carried unanimously.**

**4. Public Engagement Policy**

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

**Motion:** That the Governance Committee recommend for approval to the Board the Public Engagement Policy.

**Motion carried unanimously.**

## **5. Consolidation of LUC ISC**

The Committee discussed the consolidation of the two committees and suggested that the two vice-chairs remain in place until the annual election process, at which time one vice-chair would be elected for the proposed Regional Planning Committee. An edit was made to the Resources and Budget section before circulation to the Board in March.

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

**Motion:** That the Governance Committee recommend for approval to the Board the consolidation of LUC and ISC.

**Motion carried unanimously.**

## **6. Terms of Reference for Committees**

As per direction from the Board, the Governance Committee members reviewed and discussed the current Terms of Reference for all CMRB committees. The Committee directed Administration to circulate the Terms of Reference to member municipality staff for further input. Once feedback has been gathered, this item will come back to a future meeting.

## **7. Performance Evaluation Process for Chair & CO**

Administration took note of the feedback provided by the Committee on the performance evaluation process.

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

**Motion:** That the Governance Committee provide feedback on the proposed Performance Evaluation Process for the Chair and Chief Officer.

**Motion carried unanimously.**

## **8. Appeal/Dispute Resolution Mechanism**

Committee members reviewed this item and made the following comments:

- a. Eliminate option "Appeal to the Minister of Municipal Affairs"
- b. Administration to consult with Municipal Government Board to ask if they would consider creating a review track specific to CMRB.
- c. Consider discussion on IREF process and whether the Board should be removed from that decision.
- d. Bring back to Governance Committee meeting for additional vetting before going to the Board.

**Moved by** Mayor Robertson, **Seconded by** Reeve Oel, accepted by Chair.

**Motion:** That the Governance Committee provide input to craft the next version of the document to share for input with the CAOs.

**Motion carried unanimously.**

Closed Session

The Committee moved into a closed Session @ 9:22 AM

The Committee returned to public session @ 9:26 AM

**Motion Arising:**

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

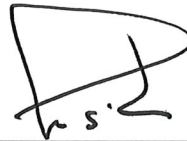
**Motion:** That the Governance Committee direct Administration to draft a letter to the Minister of Municipal Affairs and circulate to the Committee for final comments, with the intent to send out no later than February 28, 2020.

**Motion carried unanimously.**

**9. Next Meeting**

Friday March 20 @ 8 AM, MRU Room EC2015

**10. Adjourned at 9:32 AM.**



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**CMRB Chair, Christopher Sheard**

