

Minutes of the meeting of
the Governance Committee of
the Calgary Metropolitan Region Board
held at Mount Royal University
on Thursday January 30, 2020

Delegates in Attendance:

Mayor Peter Brown – City of Airdrie
Councillor Gian-Carlo Carra – 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 9:25 AM

2. Adoption of Agenda

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

Motion: That the Calgary Metropolitan Region Governance Committee approve the agenda of the meeting.

Motion carried unanimously.

3. Approval of Minutes

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

Motion: That the Calgary Metropolitan Region Governance Committee approve the Minutes of the October 18, 2019 meeting.

Motion carried unanimously.

4. Q4 Actuals

The Committee directed Administration to revisit the decision by CRA to declare CMRB ineligible to qualify as a municipality under the Excise Tax Act, and therefore not allowed to claim a 100% GST rebate.

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

Motion: That the Calgary Metropolitan Region Governance Committee receive for information the Q4 Actuals and Year End and recommend they be reviewed by the Board.

Motion carried unanimously.

5. Draft Audited Financial Statements

Calvin Scott from Avail LLP reviewed the Financial Statements and answered questions for the Committee.

Moved by Councillor Kinghorn, **Seconded by** Councillor Koester, accepted by Chair.

Motion: That the Calgary Metropolitan Region Governance Committee recommend for approval to the Board the Audited Financial Statements.

Motion carried unanimously.

6. Conflict of Interest Policy and Procedure

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

Motion: That the Calgary Metropolitan Region Governance Committee recommend approval to the Board the Conflict of Interest Policy and Procedure with the following changes:

- i. Provide consistency on the term "Members" to clarify where that also applies to staff and contractors and where it applies only to members of a committee or board;
- ii. Include a reference in the policy that ties the receipt of a gift to the Province of Alberta Government policy as it exists from time to time; and
- iii. Conflict of Interest Procedure Item 1.3(b) to read as follows:
"In the event that the Chief Officer encounters a Conflict of Interest they will inform the Board Chair and will recuse themselves from working on the issue. The Board Chair will assume the responsibilities of the Chief Officer for managing the issue through to completion."

Motion carried unanimously.

The committee also had a discussion around "Outside Activities" and whether further clarification was needed. No motion was made on this subject.

7. Work Plan

CMRB Administration created a Work Plan for addressing items as per direction from the Board at their December 13 meeting. The following comments were made:

Item B: Consider whether it is best practice to have the Chair and Chief Officer craft their own performance evaluations. A suggestion was made that CAMA may have a template for performance evaluations.

Item C: A discussion was held on the potential for remote attendance at committee meetings. There was general agreement that attendance in person at meetings remains preferable, with the option for an alternate to attend if necessary.

Members also discussed the potential amalgamation of the Land Use Committee and the Intermunicipal Servicing Committee. There was general agreement around the benefits of amalgamating the two committees, while the specifics of how the meetings would be managed was not determined. This will be an item at the February meeting.

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

Motion: That the Calgary Metropolitan Region Governance Committee approve the proposed Work Plan

Motion carried unanimously.

Councillor Gautreau left the meeting at 11:05.

8. Recruitment Process for Chair 2021

The Committee provided feedback on the recruitment process for the Chair and suggested the item be added to the next Board agenda in a closed session.

9. Appeal/Dispute Resolution Mechanism-Direction from the Board

Jordan Copping advised that he had reviewed this item with staff from Chestermere and would be sending the options to all CAOs to solicit their feedback. This item will come back to the next Governance meeting.

Closed Session

The Committee moved into a closed Session @ 11:22 AM

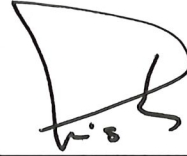
Councillor Carra left at 11:45 AM. Councillor Spilak left at 11:52.

The Committee returned to public session @ 12:12 PM

10. Next Meeting

Friday February 21 @ 8 AM, MRU Room EC2015

11. Adjourned at 12:15.



CMRB Chair, Christopher Sheard