



Metropolitan Region Servicing Plan Task Force Terms of Reference

INTRODUCTION

The new Edmonton Metropolitan Region Board (EMRB) Regulation expanded the Board's mandate to include the preparation of a Metropolitan Region Servicing Plan (MRSP). The Plan is required to be completed within two years of the Regulation coming into force. In this regard, the MRSP is to be completed by October 26, 2019. Pursuant to Board policy, a Task Force will be established to carry out the project mandate and a Terms of Reference approved by the Board.

PURPOSE

To establish terms of reference for the Metropolitan Region Servicing Plan Task Force. The Task Force will provide strategic direction and oversight on all aspects of the project on behalf of the Board.

PROJECT DESCRIPTION

The Task Force is responsible for the preparation and recommendation to the Edmonton Metropolitan Region Board of a Metropolitan Region Servicing Plan that identifies the regional services necessary to support the implementation of the long term vision of the Growth Plan; support the optimization of shared services across the region; facilitate orderly, economical and environmentally responsible growth; and coordinate planning and decisions among metropolitan region municipalities to ensure the optimization of ratepayer dollars.

PROJECT DELIVERABLES

The outcome of the project is a Metropolitan Region Servicing Plan that supports the implementation of the Edmonton Metropolitan Region Growth Plan. The following is a list of key project deliverables:

- A policy framework linking the Growth Plan and the Servicing Plan.
- Inventory of existing services, including current capacity and service provision.
- List of current intermunicipal services and agreements for sharing of services.
- List of services, including capacity and service provision, required to support future growth through the implementation of the Growth Plan.
- Identify opportunities for increased efficiency and collaboration in the sharing of services.
- For future services to be provided on an intermunicipal basis, if any, outline how each service will be:
 - intermunicipally delivered, including which municipality will lead delivery of the service, and
 - intermunicipally funded,
 - and a timeframe for implementing the services.
- Identify the benefits of enhanced efficiency and optimized services shared amongst municipalities in the Edmonton Metropolitan Region.
- Implementation recommendations for consideration by the Board.

TERMS OF REFERENCE

1. AUTHORITY

The Task Force shall be established by the Board is considered an advisory body to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.



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2. AMENDMENTS TO THE TERMS OF REFERENCE

At any time, the Task Force may consider changes to these Terms of Reference and recommend the proposed changes to the Board for review and approval.

3. MEMBERSHIP

The membership of the Task Force shall be comprised of elected municipal representation from the following members:

- Edmonton
- 2 Cities
- 2 Towns
- 2 Counties

At least one representative from each category of City, Town and County must be a Board member.

4. TERM

The term of the Task Force is from its establishment by the Board in early 2018 with the expectation that the Metropolitan Region Servicing Plan will be recommended to the Board on or before the required completion date of October 26, 2019.

5. APPOINTMENT AND TERM OF THE CHAIR AND VICE-CHAIR

Upon establishing the Task Force, the Task Force membership will appoint a Chair and Vice Chair. The Chair and Vice Chair must be appointed members of the Board.

6. EX-OFFICIO

- a. The Board Chair will be considered non-voting ex-officio in the Task Force.
- b. The CEO will be considered non-voting in the Task Force.

7. DECISION MAKING

- a. Decisions, recommendations, and actions determined by each committee/task force will be driven by the desired outcome to do what is in the best interest of the Edmonton Metropolitan Region. Only elected officials that are designated as voting members of a committee or task force, or their designated alternate, may vote. Each member will have one vote.
- b. All motions must be moved by a voting member. Motions require a simple majority of members in attendance to pass a motion (50 percent plus one).

8. QUORUM

Quorum is defined as 50 percent plus one of standing membership.

9. DISPUTE RESOLUTION

The Task Force Chair is accountable for ensuring effective and collaborative committee operations and decision-making. Where the Chair's efforts are unable to resolve a dispute, the matter will be brought to the Executive Committee first for discussion and resolution, however, if the Committee is unable to reach a decision, the matter will be forwarded to the Board for discussion and resolution.



10. SUPPORT/RESOURCES

The Task Force will be supported by the Chief Executive Officer; a Project Manager assigned by the CEO from Board staff; consultant resources as required; and a municipal administrative Working Group as established by the CEO.

11. COMMUNICATIONS

The Chief Executive Officer will act as the single point of contact for all communications requests for the Task Force, and will determine the appropriate level of response required in consultation with the Task Force Chair.

12. MEETING FREQUENCY

At the first meeting of the Task Force, a schedule of meetings will be established and approved by the Task Force. The frequency of the meetings will be determined and established to align with the milestones and delivery dates of the project. Where warranted, the Chair of the Task Force may call a meeting outside of the approved schedule.

13. MEETING AGENDAS AND MINUTES

- a. All meeting agendas, minutes, reports, briefings and supporting materials will be provided in an electronic format.
- b. In general, meeting agendas and pre-read materials will be provided at least one week in advance of a scheduled meeting.
- c. The Task Force will include its meeting minutes with the next Board meeting agenda package.

14. STATUS OF MEETINGS

- a. Task Force meetings are open to the public including all members of the Board (elected officials and their alternates), administrative representatives from all Board member municipalities and members of the public. The Task Force may invite individuals from the province, industry, the public or other Board, Committee, Task Force members to participate in specific agenda items. Matters emerging and voted on by the Task Force will become a matter of public record.
- b. Section 602.08 (1) of the *Municipal Government Act* (MGA) states that a committee may close all or part of its meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
- c. All members (elected and administrative) attending the *in camera* session shall respect the confidentiality of the *in camera* items.

15. REPORTING

The Task Force is expected to provide the Board, through established communication channels and schedules, advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.