Board Meeting

Comprehensive Agenda

May 10, 2018 – 8:30 a.m. – 10:00 a.m.

Chateau Louis, Grand Ballroom
11727 Kingsway, Edmonton

<table>
<thead>
<tr>
<th>1. Opening</th>
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</thead>
<tbody>
<tr>
<td><strong>1.1 Call to Order</strong></td>
</tr>
<tr>
<td>Action: Declaration</td>
</tr>
<tr>
<td>Lead: Chair Abbott</td>
</tr>
<tr>
<td><strong>1.2 Chair’s Opening Remarks</strong></td>
</tr>
<tr>
<td>Action: Information</td>
</tr>
<tr>
<td>Lead: Chair Abbott</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Approval of Agenda</th>
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<tbody>
<tr>
<td>Action: Approval</td>
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<tr>
<td>Lead: Chair Abbott</td>
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<tr>
<td><strong>Recommended Motion:</strong> That the Edmonton Metropolitan Region Board approve the Agenda of May 10, 2018.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>3. Approval of Minutes</th>
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<tbody>
<tr>
<td>Action: Approval</td>
</tr>
<tr>
<td>Lead: Chair Abbott</td>
</tr>
<tr>
<td><strong>Recommended Motion:</strong> That the Edmonton Metropolitan Region Board approve the Minutes of April 12, 2018.</td>
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<thead>
<tr>
<th>4. Executive Committee</th>
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</thead>
<tbody>
<tr>
<td><strong>4.1 Chair Update</strong></td>
</tr>
<tr>
<td>Action: Information</td>
</tr>
<tr>
<td>Lead: Chair Abbott</td>
</tr>
</tbody>
</table>

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### 4.2 Terms of Reference
*Action: Approval  
*Lead: Chair Abbott*

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve the Executive Committee Terms of Reference.

<table>
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<tr>
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</table>

### 4.3 Growth Plan KPI Dashboard
*Action: Approval  
*Lead: Chair Abbott/ CEO Bruce*

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve the EMRGP KPI Dashboard.

<table>
<thead>
<tr>
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</table>

### 4.4 2014-18 Strategic Plan KPIs
*Action: Approval  
*Lead: Chair Abbott/ CEO Bruce*

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve the 2014-18 Strategic Plan KPIs.

<table>
<thead>
<tr>
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</thead>
</table>

### 5. Regional Agriculture Master Plan Task Force

#### 5.1 Chair Update
*Action: Information  
*Lead: Chair Shaigec*

<table>
<thead>
<tr>
<th>Page 25 of 47</th>
</tr>
</thead>
</table>

#### 5.2 Project Purpose Statement
*Action: Approval  
*Lead: Chair Shaigec/ CEO Bruce*

**Recommended Motion:** That the Edmonton Metropolitan Region Board receive the Regional Agriculture Master Plan Project Purpose Statement as information.

<table>
<thead>
<tr>
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</thead>
</table>

#### 5.3 Stakeholder Engagement Plan
*Action: Approval  
*Lead: Chair Shaigec/ CEO Bruce*

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve the Stakeholder Engagement Plan.

<table>
<thead>
<tr>
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</thead>
</table>
5.4 **Federal Agriculture Minister Letter**  
*Action: Approval*  
*Lead: Chair Shaigec/ CEO Bruce*

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve sending a letter to the Federal Minister of Agriculture and Agri-Food Canada, requesting the appointment of a Federal representative to the Regional Agriculture Master Plan Task Force.

6. **Metropolitan Region Servicing Plan Task Force**

6.1 **Confirmation of Chair**  
*Action: Approval*  
*Lead: Chair Abbott / CEO Bruce*

**Recommended Motion:** That the Edmonton Metropolitan Region Board confirm Mayor Ray Ralph as Chair of the Metropolitan Region Servicing Plan Task Force as of April 26, 2018.

6.2 **Chair Update**  
*Action: Information*  
*Lead: Chair Ralph*

7. **CEO Update**

7.1 **Staffing Status**  
*Action: Information*  
*Lead: CEO Bruce*

8. **Next Meeting**

- June 14, 2018, 9:00 a.m. – Noon, Grand Ballroom, Chateau Louis

9. **In Camera**  
*Action: Approval*  
*Lead: Chair Abbott*

10. **Adjournment**  
*Action: Approval*  
*Lead: Chair Abbott*

**Recommended Motion:** That the Edmonton Metropolitan Region Board meeting of May 10, 2018 be adjourned.
Minutes of the meeting of
the Edmonton Metropolitan Region Board
held at Grand Ballroom, Chateau Louis Conference Centre
on Thursday, April 12, 2018.

Delegates in Attendance:
Dr. Jodi L. Abbott – Board Chair
Mayor John Stewart – Beaumont
Mayor Ray Ralph – Devon
Mayor Don Iveson – Edmonton
Councillor Michael Walters – Edmonton (alternate)
Mayor Gale Katchur – Fort Saskatchewan
Mayor Bob Young – Leduc
Mayor Tanni Doblancko – Leduc County
Mayor Barry Turner – Morinville
Mayor Rod Shaigec – Parkland County
Councillor Erin Stevenson – Spruce Grove (alternate)
Mayor Cathy Heron – St. Albert
Mayor William Choy – Stony Plain
Mayor Rod Frank – Strathcona County
Mayor Alanna Hnatiw – Sturgeon County
Dale Beesley – Government of Alberta

Regrets: None

EMRB Administration:
Malcolm Bruce, CEO
Sharon Shuya, Project Manager
Neal Sarnecki, Project Manager
Stephanie Chai, Project Manager
Loreen Lennon, Communications Manager
Leslie Chivers, Operations Manager
Charlene Chauvette, Office Manager
Brandt Denham, GIS Coordinator
Taylor Varro, Municipal Intern
Amanda Borman, Executive Assistant
Raquel Chauvette, Administrative Assistant

1. Opening

1.1 Call to Order

Called to order 9:00 a.m.

1.2 Chair’s Opening Remarks
• Chair requests a moment of silence of the lives lost and injured during the tragic accident that occurred last Friday afternoon, as the Broncos junior hockey team of Humboldt Sask., were enroute to a playoff game.
• Chair acknowledges that we are on the traditional lands referred to Treaty 6 Territory.
• Chair confirms EMRB has received our $2 million grant from the province.
• Chair offers thank you to Morinville for hosting the RAMP Task Force March 29 on behalf of the members.
• Chair gives official welcome to retiring Morinville CAO Andy Isbister’s successor Stephane Labonne.
• Chair is looking forward to the first meeting of the Metropolitan Region Serving Plan Task Force April 26 at La Cite Francophone.
• Chair provides congratulations on the announcement of a new St. Albert Park & Ride as the planned future terminus of the Edmonton Transit Metro LRT line.
• Chair proclaims she and CEO Bruce have enjoyed recent Road Show visits with the Devon, Leduc County and Parkland County Councils.
• Chair announces our partnerships with the U of A and NAIT concluded this week with student presentations of their projects for EMRB. Going on to state that these ongoing relationships represent effective regional youth outreach with mutually beneficial outcomes.
• Chair acknowledges that April 18-20 EMRB is co-hosting a GIS workshop and special Open Data course at its offices as a result of partnership with ESRI Canada, a major national player in geographic information systems.

2. Approval of Agenda

Moved by Mayor Choy. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board approve the Agenda of April 12, 2018 as amended in Handout 1 and include the change to Item 7.1 Lead.

Motion carried unanimously.

3. Approval of Minutes, February 8, 2018

Moved by Mayor Katchur. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board approve the Minutes of February 8, 2018 as presented.

Motion carried unanimously.

4. Information Sessions – Shared Investment for Shared Benefit
4.1 Greater MSP

Mr. Michael Langley, CEO of GREATER MSP, the Minneapolis Saint Paul Regional Economic Development Partnership presents to the Edmonton Metropolitan Region Board Members.

4.2 Alberta Innovates

Mrs. Laura Kilcrease, CEO for Alberta Innovates, presents on her experience regarding shared investment for shared benefit.

Mayor Don Iveson, Edmonton, leaves the meeting, replaced by Councillor Michael Walters.

Following a brief break by members, Mayor Heron, St. Albert moves a motion to “defer all agenda items except 5.3, 6.2, and 7.1 to the next scheduled Edmonton Metropolitan Region Board meeting”.

Moved by Mayor Heron. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board defer all items excluding Item 5.3, 6.2, and 7.1 to the next scheduled Board meeting.

Motion carried unanimously.

5. Executive Committee

5.1 Growth Plan KPI Dashboard – Item deferred

5.2 2014-18 Strategic Plan KPIS – Item deferred

5.3 Draft 2018-2023 Strategic Plan

During the presentation by Mrs. Chai, members where asked by Chair Abbott to discuss and provide direction to administration on three areas of the Draft 2018-2023 Strategic Plan: Recreation, Climate Change, and Housing.

Recreation:

Moved by Mayor Doblanko. Accepted by Chair.

Recommended Motion: That the Edmonton Metropolitan Region Board direct administration to define the scale and scope of recreation in relation to the Edmonton Metropolitan Servicing Plan.
Mayor Hnatiw, Sturgeon County, makes friendly amendment to add “and implications to ICF” to the motion. Accepted by mover.

**Motion:** That the Edmonton Metropolitan Region Board direct administration to define the scale and scope and implications to ICF of recreation in relation to the Edmonton Metropolitan Servicing Plan.

Motion carried unanimously.

**Climate Change:**

Moved by Mayor Walters. Accepted by Chair.

**Recommended Motion:** That the Edmonton Metropolitan Region Board include addressing climate change as an objective in Task Forces.

Mayor Frank, Strathcona County, moves “that the board defer climate change back to administration to define scale and scope”. Accepted by Chair.

Mayor Katchur, Ft. Saskatchewan, makes friendly amendment to replace “defer with refer” to the motion. Accepted by mover.

**Motion:** That the Edmonton Metropolitan Region Board refer climate change back to administration to define scale and scope.

8 in favour, 5 opposed. Not supported by 2/3 of the representatives from participating municipalities. Motion Failed.

**Motion:** That the Edmonton Metropolitan Region Board include addressing climate change as an objective in Task Forces.

10 in favour, 3 opposed. Supported by 2/3 of the representatives from participating municipalities. Motion Carried.

**Housing:**

Moved by Mayor Heron. Accepted by Chair.

**Recommended Motion:** That the Edmonton Metropolitan Region Board continue housing advocacy with no further project work.

12 in favour, 1 opposed. Supported by 2/3 of the representatives from participating municipalities. Motion Carried.
Moved by Mayor Choy. Accepted by Chair.

**Recommended Motion:** That the Edmonton Metropolitan Region Board receive the Draft 2018-2023 Strategic Plan for information.

Motion carried unanimously.

6. Audit & Finance Committee

6.1 Update from the Chair – Item deferred

6.2 Budget Update

Moved by Mayor Doblanko. Accepted by Chair.

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve the Adjusted 2018/19 Budget.

Motion carried unanimously.

7. Regional Agriculture Master Plan Task Force

7.1 Confirmation of Chair

Moved by Mayor Doblanko. Accepted by Chair.

**Recommended Motion:** That the Edmonton Metropolitan Region Board confirm Mayor Rod Shaigec as Chair of the Regional Agriculture Master Plan Task Force as of March 2, 2018.

Motion carried unanimously.

7.2 Chair Update – Item deferred

8. CEO Update

8.1 Municipal Intern Program – Item deferred

8.2 Provincial Budget Update – Item deferred

8. Next Meeting

- June 14, 2018, 9:00 a.m. – Noon, Grand Ballroom, Chateau Louis Conference Centre
9. In Camera

There are no items for In Camera.

6. Adjournment

Moved by Mayor Ralph. Accepted by Chair.

Recommended Motion: That the Edmonton Metropolitan Region Board meeting of April 12, 2018 be adjourned at 12:05 p.m.

Motion carried unanimously.

EMRB Chair, Dr. Jodi L. Abbott  EMRB CEO, Malcolm Bruce
Executive Committee

Monday, April 23, 2018
5:30 p.m. – 7:00 p.m.
Teleconference

Members:
Jodi Abbott, Board Chair
Tanni Doblanko, Leduc County
Barry Turner, Town of Morinville
Rod Shaigec, Parkland County
Bob Young, City of Leduc
Don Iveson, City of Edmonton

Guests:

EMRB Staff & Consultants:
Amanda Borman, Executive Assistant

Regrets:

1. Opening

1.1 Quorum
Quorum achieved; four of five voting members present.

1.2 Call to Order
Chair Abbott called the meeting to order at 5:34 p.m.

1.3 Chair’s Opening Remarks
Mayor Iveson arrives to teleconference line 5:36 p.m.

2. Approval of Agenda

Motion: That the Executive Committee approve the April 23, 2018 meeting agenda.
Moved by: Mayor Bob Young, City of Leduc
Accepted by: Chair
Decision: Carried unanimously
3. In Camera

3.1 Motion to Move In Camera

Motion: That the Executive Committee move in-camera, in accordance with the provisions of Section 24, and 27 of the Freedom of Information and Protection of Privacy Act (FOIP), R.S.A. 2000, c.F-25.

Moved by: Mayor Don Iveson, City of Edmonton
Accepted by: Chair
Decision: Carried unanimously

3.2 Motion to Reconvene

Motion: That the Executive Committee move out of camera.

Moved by: Mayor Bob Young, City of Leduc
Accepted by: Chair
Decision: Carried unanimously

Motion: That the Executive Committee gives direction to Administration to initiate a Request for Proposal to secure the services of an Executive Search firm for the recruitment of the CEO.

Moved by: Mayor Bob Young, City of Leduc
Accepted by: Chair
Decision: Carried unanimously

Motion: Based on the HR function outlined in the Terms of Reference of the Executive Committee, the Committee recommends to the EMRB that the Executive Committee form the Search Committee for recruitment of the CEO.

Moved by: Mayor Tanni Doblanko, Leduc County
Accepted by: Chair
Decision: Carried unanimously

4. Adjournment

Motion: That the Executive Committee meeting of April 23, 2018 be adjourned at 5:55 p.m.

Moved by: Mayor Rod Shaigec, Parkland County
Accepted by: Chair
Decision: Carried unanimously

______________________________
Committee Chair, Jodi Abbott
Executive Committee Terms of Reference

Recommended Motion: That the Edmonton Metropolitan Region Board approve the Executive Committee Terms of Reference.

Background

- At an April 23, 2018 emergent Executive Committee meeting it was learned the CEO will be taking an opportunity with another organization.

- The Executive Committee Terms of Reference stipulates that the Committee is responsible for succession planning for the CEO position, but is not explicit re: its role as a hiring committee.

- The Executive Committee noted that the TOR should be changed to explicitly state that CEO recruitment is a role of the executive committee.

- The line has been updated from:

  *Succession Planning for the CEO*

  To

  *Succession Planning for the CEO, including filling the role of hiring committee when going through the interview and hiring process*

Attachments

1. Executive Committee Terms of Reference
## Terms of Reference

### Executive Committee

**Description**

**Purpose**

The Executive Committee (the “Committee”) provides leadership advice for the governance of the Board, Board priorities and strategic agenda and the monitoring & reporting of the Board’s progress towards its goals, in accordance with the Strategic Plan and Regional Growth Plan.

The Committee makes recommendations to the Board to:

- improve the overall performance and outcomes of the Board;
- recommend the need for, and mandate of Task Forces;
- identify risk and issues that may inhibit the Board’s progress, and propose solutions; and
- identify emerging issues and opportunities to advance the goals of the Board.

**Overview**

The Committee is appointed by the Edmonton Metropolitan Region Board (the “Board”).

The Committee approves, monitors, evaluates, advises and makes recommendations, in accordance with these terms of reference and as specified in the Governance Manual, on matters in respect of the:

- strategic plan;
- growth plan implementation;
- monitoring and reporting (KPI’s);
- policy review;
- advocacy and communications;
- Board Chair performance;
- CEO performance and compensation;
- Board evaluation;
- Public engagement;
- any Board matter requiring a decision between Board meetings;
- emerging issues, problems and initiatives (serves as a sounding board for management); and
- Other duties the Board may delegate from time to time.

**Accountability to the Board**

The Committee has no authority to direct management or commit the Board, unless specifically authorized by the Board through the Committee Terms of Reference.
The Committee will report to the Board following each meeting by distributing minutes of its meetings to the Board. When a Board meeting closely follows a Committee meeting, the Committee Chair will provide a verbal report to the Board and the minutes will be circulated at the next Board meeting.

### Membership

The Committee shall be composed of five (5) appointed members of the Board consisting of the:
- Board Chair (non-voting);
- Chair of the Audit & Finance Committee;
- City of Edmonton;
- 3 additional Board members (1 Town, 1 City, 1 County); and
- Board CEO (ex-officio, non-voting).

The Chair of the Committee shall be the Board Chair, with the Vice Chair elected by the Committee at its first meeting.

Task Force Chairs are non-voting members of the Executive Committee, and are invited to attend Executive Committee meetings.

Committee members will be appointed by the Board at the first organizational meeting of the Board following a municipal election.

The Board may choose to replace up to two members on the Committee every two years.

In the event the member is unable to attend, an Alternate member may attend. Alternates for this committee are as follows:

- Board Chair – Alternate – Vice Chair
- Chair of Audit & Finance Committee – Alternate – Vice Chair
- City of Edmonton – Alternate – Board member designated Alternate
- 3 Additional Board Members – Board member designated Alternate

### Quorum

A majority of appointed Committee members (50 per cent plus 1) shall constitute a quorum, represented in person or by telephone or other telecommunications device that permits participation.
| Sub-committees | When deemed necessary and subject to budget, the Committee may form a sub-committee to deal with a specific issue or deliverables within the Committee’s mandate.  

The composition of the sub-committee and a description of the assignment shall be defined in a Terms of Reference.  

Sub-committees must have at least one Committee member to act as Chair of the sub-committee with the remaining members consisting of elected or non-elected representatives or a combination of both.  

Consideration should be given to the size of a sub-committee to ensure its effectiveness and that sub-committee members possess the desired skills, core competencies, and experience to contribute to the particular assignment.  

The Committee is accountable to the Board for the work of any sub-committee.  

Remuneration for members. |
| Voting | Each Committee member will have one vote. The Committee will work towards consensus, as much as possible. In the event of a tie, the motion is defeated. |
| Meetings | The Committee meets six (6) times per year in the first year and thereafter may meet more or less frequently in the execution of its duties and responsibilities.  

Additional meetings outside of its normal schedule may be called to address specific items, and are at the call of the Chair. Reasonable notice shall be provided, preferably seven (7) days notice by email.  

The schedule of meetings shall be determined based on the timelines and outputs (or deliverables) of the committee.  

Meetings are open to the public, and are subject to FOIP. |
<p>| Duties and | Subject to the powers and duties of the Board, the Executive |</p>
<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Committee will be responsible to perform the following duties:</th>
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<tbody>
<tr>
<td><strong>i. Strategic Plan</strong></td>
<td>a. Define the process for the development of the Strategic Plan and recommend to the Board</td>
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</tbody>
</table>
| **ii. Growth Plan Implementation** | a. Oversee the implementation of the growth plan  
     b. Resolve issues arising from the implementation of the growth plan  
     c. Ensure the effective prioritization of Board resources |
| **iii. Monitoring & Reporting (KPIs)** | a. Review and recommend the strategy for Monitoring & Reporting of the Strategic Plan and the Growth Plan KPIs |
| **iv. Policy Review** | a. Review Board Policies at least every four (4) years, and more frequently if necessary (e.g. based on legislative or regulatory changes or the development of governance best practices)  
     b. Recommend changes to Board Policies |
| **v. Executive Performance** | a. Review and recommend the process to evaluate Board Chair’s performance  
     b. Review and recommend the process to evaluate the CEO’s performance  
     c. Succession Planning for the CEO including filling the role of hiring committee when going through the interview and hiring process |
| **vi. Board Performance** | a. Recommend a process to assess the effectiveness of the Board in achieving its mandate and specific goals |
| **vii. Advocacy and Communications** | a. Provide strategic leadership in the development, and oversee the implementation, of the Board’s Advocacy and Communication Plan to improve key relationships to enable the achievement of the Board’s goals with:  
     i. Regional Stakeholders  
     ii. Other Orders of Government  
     iii. Municipal Councils  
     iv. Media |
<p>| | |</p>
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<tr>
<td>b. <strong>Inform and provide recommendations regarding Legislative, Policy, and Program issues and opportunities affecting the Board’s mandate and priorities to other orders of government.</strong></td>
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<td>c. <strong>Communications:</strong> the Board CEO will act as a single point of contact for all communications requests for the Board and will determine the appropriate level of response required.</td>
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<td>d. The Board Chair is the official spokesperson for the Board for media unless determined otherwise by the Board.</td>
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<tr>
<td>viii. <strong>Task Force Recommendation</strong></td>
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<tr>
<td>a. Recommend the formation of a Task Force(s) to the Board</td>
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<tr>
<td>ix. <strong>Public Engagement</strong></td>
<td></td>
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<tr>
<td>a. Oversee the development of criteria and a process for public engagement to meet the requirement of the Board’s Regulation.</td>
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Growth Plan KPI Dashboard

**Recommended Motion: That the Edmonton Metropolitan Region Board approve the EMRGP KPI Dashboard.**

**Background**

- Key Performance Indicators (KPIs) related to the implementation progress of the regional Growth Plan are reported regularly.

- In the past, reporting of the 16 KPIs of the original Growth Plan were produced in a white paper report.

- The Edmonton Metropolitan Region Growth Plan recommends a new list of 26 KPIs to track regional progress towards this Plan’s implementation.

- This new list of 26 KPIs can be found in the Appendix F of the Growth Plan on pages 122-123.

- Reporting of these 26 KPIs will now be found in a new interactive and open web dashboard.

- Website: [www.emrb.ca/kpi-dashboard](http://www.emrb.ca/kpi-dashboard)

**Attachments**

1. EMRGP Appendix F (Pages 122-123)
Appendix F. Key Performance Indicators

The following table contains a detailed list of indicators by policy area that will be collected and monitored by CRB. The recommended geographies, funding sources and frequency may change, depending on the availability of data.

<table>
<thead>
<tr>
<th>Policy Area</th>
<th>Key Performance Indicator</th>
<th>Recommended Geographies</th>
<th>Potential Source(s)</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Competitiveness and Employment</td>
<td>Employment growth, % change</td>
<td>Region and by planning tier, municipality and major employment area</td>
<td>StatsCan's Census of Population</td>
<td>Every 5 years based on census</td>
</tr>
<tr>
<td></td>
<td>Employment diversity, job classification (NAICS)</td>
<td>Region and by municipality, major employment area and centre</td>
<td>StatsCan's Census of Population and other StatCan sources</td>
<td>Every 5 years and GP update</td>
</tr>
<tr>
<td></td>
<td>Employment density within centres</td>
<td>By centre</td>
<td>StatsCan's Census of Population</td>
<td>Every 5 years based on census</td>
</tr>
<tr>
<td>Natural Living Systems</td>
<td>Fuel sales and GHG emissions, per capita</td>
<td>Region</td>
<td>Kent Group Ltd.</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>Ambient air quality, AQHI ratings</td>
<td>Region</td>
<td>Clean Air Strategic Alliance</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>Amount of and locations of provincial parks, protected areas and ESAs</td>
<td>Region</td>
<td>Alberta Environment and Parks</td>
<td>As needed or every 5 years</td>
</tr>
<tr>
<td></td>
<td>Estimated total area of wetland loss by wetland type (and if possible by location for analysis by land use zoning; i.e., zoned agriculture vs. other zoned areas)</td>
<td>Region and by planning tier and municipality</td>
<td>Alberta Environment and Parks (potentially Alberta Merged Wetland Inventory [AMWI]), AltaLIS parcel mapping and municipal land use data</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>Amount of wetland loss and amount of wetlands saved (conserved) and/or restored</td>
<td>Region and by planning tier and municipality</td>
<td>Alberta Environment and Parks and Ducks Unlimited Canada</td>
<td>Annual</td>
</tr>
<tr>
<td>Communities and Housing</td>
<td>Housing mix, housing distribution by structure type</td>
<td>Region and by housing sub-region, planning tier and municipality</td>
<td>StatsCan's Census of Population, municipal censuses and potential regional survey</td>
<td>Every 5 years based on census</td>
</tr>
<tr>
<td></td>
<td>Housing spending, including housing affordability</td>
<td>Region and by housing sub-region and planning tier</td>
<td>StatsCan's Census of Population (if longform reintroduces it) and potential regional survey</td>
<td>Every 5 years based on census</td>
</tr>
<tr>
<td></td>
<td>Diversity of land uses in greenfield areas (% of area per generalized land use category)</td>
<td>Region, planning tier, municipality and hamlets where land use plans are in effect</td>
<td>Approved land use plans</td>
<td>Annual</td>
</tr>
<tr>
<td>Policy Area</td>
<td>Key Performance Indicator</td>
<td>Recommended Geographies</td>
<td>Potential Source(s)</td>
<td>Frequency</td>
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<tr>
<td>Integration of Land Use and Infrastructure</td>
<td>12. Total population and dwellings, % change</td>
<td>Region and by planning tier, municipality and hamlet (where data is available)</td>
<td>StatsCan's Census of Population and municipal censuses</td>
<td>Every 5 years based on census</td>
</tr>
<tr>
<td></td>
<td>13. Intensification target (% of new dwelling units approved in the Built-Up Urban Area)</td>
<td>Region and by planning tier, municipality and centre</td>
<td>Member municipalities (development permit approvals)</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>14. Planned and as-built densities of greenfield areas</td>
<td>Region and by planning tier, municipality, hamlet (where land use plans in place) and approved land use plans (e.g., ASPs)</td>
<td>Approved land use plans for planned density. Either CRB administration methodology (using municipal and federal censuses) or member municipality methodology for as-built density</td>
<td>Annual for planned density. Every 5 years for as-built density</td>
</tr>
<tr>
<td></td>
<td>15. Residential units constructed within centres and built-up urban areas</td>
<td>Region and by planning tier, municipality and hamlet</td>
<td>Either CRB Admin methodology (using municipal and federal censuses) or member municipality methodology for as-built density</td>
<td>Every 5 years</td>
</tr>
<tr>
<td></td>
<td>16. Residential land supply – unabsorbed and absorbed urban residential and rural (country) residential lands</td>
<td>Region and by planning tier, municipality and hamlet</td>
<td>Municipal land use data and AltaLIS parcel mapping</td>
<td>GP Update</td>
</tr>
<tr>
<td></td>
<td>17. Industrial land supply – unabsorbed and absorbed industrial lands</td>
<td>By major employment area</td>
<td>Municipal land use data and AltaLIS parcel mapping</td>
<td>GP update</td>
</tr>
<tr>
<td>Transportation Systems</td>
<td>18. Investments in regional road infrastructure by level of government</td>
<td>Region and by planning tier</td>
<td>Federal, provincial and municipal budgets</td>
<td>Every 5 years</td>
</tr>
<tr>
<td></td>
<td>19. Investments in intermunicipal transit by level of government</td>
<td>Region and by planning tier</td>
<td>Federal, provincial and municipal budgets</td>
<td>Every 5 years</td>
</tr>
<tr>
<td></td>
<td>20. Median commuting duration</td>
<td>Region and by municipality</td>
<td>StatsCan's Census of Population and Regional Household Travel Survey (RHTS)</td>
<td>Every 5 years (10 years for RHTS)</td>
</tr>
<tr>
<td></td>
<td>21. Commuting mode share</td>
<td>Region and by municipality</td>
<td>StatsCan's Census of Population and Regional Household Travel Survey (RHTS)</td>
<td>Every 5 years (10 years for RHTS)</td>
</tr>
<tr>
<td></td>
<td>22. Transit ridership (transit trips per capita)</td>
<td>By municipality</td>
<td>Canadian Urban Transit Association (CUTA)</td>
<td>Annual</td>
</tr>
<tr>
<td>Agriculture</td>
<td>23. Total prime agricultural land consumed (LSRS transitioning to CRB tool; subject to outcomes of Agriculture Master Plan)</td>
<td>Region and by planning tier and municipality</td>
<td>AltaLIS parcel mapping, Alberta Agriculture and Forestry and CRB (once LESA in place), potentially Alberta Land Institute (UofA)</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>24. Distribution of subdivision acres by land class (LSRS transitioning to CRB tool) – mapping</td>
<td>Region and by planning tier and municipality</td>
<td>AltaLIS parcel mapping, Alberta Agriculture and Forestry and CRB (once LESA in place), potentially Alberta Land Institute (UofA)</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>25. Value of farm receipts</td>
<td>Region and by six agricultural sub-regions</td>
<td>StatsCan's Census of Agriculture</td>
<td>Every 5 years</td>
</tr>
<tr>
<td>Implementation</td>
<td>26. REF Approvals versus Denied or Withdrawn</td>
<td>Region</td>
<td>CRB</td>
<td>Annual</td>
</tr>
</tbody>
</table>
Strategic Plan KPIs

Recommended Motion: That the Edmonton Metropolitan Region Board approve the 2014-18 Strategic Plan KPIs.

Background

- On October 9, 2014, the Board approved the following strategic priorities in the 2014-2018 Strategic Plan:
  - Regional Vision
  - Collaborative Culture
  - Regional Growth Plan
  - Global Competitiveness

- Key measurement of Strategic Plan priorities against Key Performance Indicators (KPIs) were reported annually to highlight and assess the Board’s progress.

- The 2014–2018 Priorities Measurement Key Performance Indicators have been included in the Board’s annual report submission to the Government of Alberta

- This is the final report before Board adopts new KPIs based on a new Strategic Plan.

- On March 8, 2018, the Executive Committee endorsed and recommended the Strategic Plan KPIs to the Board for approval.

Attachments

1. CRB Strategic Plan 2014-2018 Priorities Key Performance Measurement Report
<table>
<thead>
<tr>
<th>Strategic Priorities</th>
<th>Purpose</th>
<th>Key Results</th>
<th>Previous Status</th>
<th>Current Status</th>
<th>Progress</th>
</tr>
</thead>
</table>
| **1- REGIONAL VISION** | The Board develops a strong, long-term vision for the whole region based on the desires and dreams of the region’s municipalities and citizens. | KR 1.1: Regional stakeholders and citizens are engaged, and they develop a long term vision for the whole region.  
KR 1.2: The Board adopts its long term Regional Vision. | - | - | - Board approved Edmonton Metropolitan Region Growth Plan (EMRGP)  
- Developed regional narrative that aligns with Edmonton Metropolitan Region Growth Plan (EMRGP)  
- New website launched  
- Edmonton Metropolitan Region Growth Plan materials developed including an interactive online growth plan  
- The Board is working on a new strategic plan that includes outcome statements for the region  
- Work starting on a Regional Agriculture Master Plan and a Metropolitan Region Servicing Plan |
| **2 - COLLABORATIVE CULTURE (The How)** | The Board’s activity promotes a collaborative culture among members. CRB focuses its efforts on high level issues that impact the region. | KR 2.1: The Board understands the distinctive characteristics and needs of rural and urban members.  
KR 2.2: CRB improves collaboration and governance practices through education, best practice research, educational speakers and workshops.  
KR 2.3: CRB members agree on priority high level issues for the region and are validated on a regular basis.  
KR 2.4: CRB actively pursues partnerships and collaboration with specific regional stakeholder organizations. | - | - | Key Result 2.1  
- Fifteen REFs approved in the 2017 calendar year. One was not  
- Province updated the Regulation to include expanded mandate and includes the creation of a Public Engagement Policy  
- Board Chair and CEO regularly visit member municipalities  
- More than 60% of the regions municipally elected officials attended Regional 101 Symposium in January 2018 as well as five of the region’s MLAs  
- Regional transit continues to be discussed  
Key Result 2.2  
- EMRB Governance Manual complete and approved by the Board  
Transition to new Regulation, Board membership, governance structure complete and approved by the Board  
- 2018/19 Budget and Workplan approved with membership contributions |
### 3 - REGIONAL GROWTH PLAN (The What)

<table>
<thead>
<tr>
<th>Key Result</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KR 3.1</td>
<td>A high level growth plan is prepared and adopted by the CRB.</td>
</tr>
<tr>
<td>KR 3.2</td>
<td>The GoA reviews and approves the Regional Growth Plan.</td>
</tr>
<tr>
<td>KR 3.3</td>
<td>A process for approving and incorporating the Capital Region Growth Plan into GoA policy environments is developed, negotiated with Government of Alberta and approved by Capital Region Board.</td>
</tr>
<tr>
<td>KR 3.4</td>
<td>Municipal members ensure that municipal and sub-regional plans conform to the Regional Growth Plan.</td>
</tr>
<tr>
<td>KR 3.5</td>
<td>Outcomes of the Regional Growth Plan are measured, monitored and reported.</td>
</tr>
</tbody>
</table>

**Key Result 2.3**
- Two standing committees and two task forces have been created with the ability to create additional task forces as needed

**Key Result 2.4**
- Board approved Workplan for 2018/19 including a Regional Agriculture Master Plan, Metropolitan Region Servicing Plan, and a new Strategic Plan,
- CEO update monthly to all member CAOs
- Discussions with GOA Ministers and Deputy Ministers about Board business is ongoing
- Continue to develop relationships with provincial and federal government (political and administrative)

**Key Result 3.1**
- Board approved Edmonton Metropolitan Region Growth Plan
- GIS informs the next iteration of indicators- underway

**Key Result 3.2**
- Edmonton Metropolitan Region Growth Plan approved by the Province of October 26, 2017
- Discussions advocating for the growth plan at Ministry meeting
- Ongoing Board and CEO engagement with individual Ministries

**Key Result 3.3**
- Updated REF process complete and approved by both the Board and the Province
- Municipalities given three years to update Municipal Development Plans
- Regional Context Statements as a transitional measure
### Strategic Plan 2014–2018 Priorities Measurement

#### Key Performance Indicators (KPI)

**Key Result 3.5**
- Review of KPIs and the new Edmonton Metropolitan Region Growth Plan to begin
- Work begun exploring the creation of an online interactive dashboard for KPI delivery

**Key Result 4.1**
- Economic development incubation resulted in the Creation of Edmonton Global, a Part 9 Not-For-Profit owned and funded by 15 of the region’s municipalities
- New Economic Competitiveness and Employment policy area included in the GP

**Key Result 4.2**
- GIS content expansion continues with an updated site recently launched
- Link created between Edmonton Global MOU and the Edmonton Metropolitan Region Growth Plan
- Ongoing support of Edmonton Metropolitan Region Growth Plan implementation

**Key Result 4.3**
- ‘Promote the economic well-being and competitiveness of the Edmonton Metropolitan Region’ added to the Board mandate

**Key Result 4.5**
- GIS is work contributing to regional site selector
- Informative Discussions occurring with other regions throughout the world

---

### 4 - GLOBAL COMPETITIVENESS

**The Why**

The Board understands the global situation and positioning of the region and the strategic opportunities to compete globally.

**KR 4.1:** The CRB explores the regional economic development landscape and identifies opportunities for CRB to add value.
**KR 4.2:** The economic landscape is mapped and understood, and regional stakeholders are educated on our regional strategic advantages.
**KR 4.3:** Through this research on the economy, trust and collaboration increases and mutually agreed new roles evolve.
**KR 4.4:** Development approval processes across the region are improved and streamlined.
**KR 4.5:** A uniform regional site selector tool is developed.

---

**Legend:**

Colours – Green significant progress; Yellow a work in progress; red either yet to be initiated or just started

Arrows – Up progressing according to plan; sideways no progress started
Regional Agriculture Master Plan Task Force

Thursday, April 19, 2018
10:30 a.m. – 1:30 p.m.
Broadmoor Golf Course
2100 Oak St, Sherwood Park, AB T8A 0V9

Members:
Rod Shaigec, Parkland County (Chair)
Michael Walters, City of Edmonton (Vice Chair)
Nicole Boutestein, Town of Morinville (Alternate)
Tanni Doblanko, Leduc County
Alanna Hnatiw, Sturgeon County
Paul Smith, Strathcona County

Technical Members:
Joel Gould, Strathcona County
Darren Haarsma, Parkland County
Michael Klassen, Sturgeon County
Kathryn Lennon, City of Edmonton

Consultants:
Jerry Bouma, Toma & Bouma
Bob Burden, Serecon Inc.
Dr. Thomas Daniels, Sole Proprietor, Professor of Design, University of Pennsylvania (via Telecon)
John Steil, Stantec Consulting Ltd.

Guests:
Jordan Brown, City of Leduc
Neal Comeau, Sturgeon County
Charleen Currie, City of Edmonton
Gibby Davis, City of Edmonton
Linton Delainey, Strathcona County
Trevor Duley, City of St. Albert
Jordan Evans, Leduc County
Schaun Goodeve, Town of Morinville
Larissa Hepp, Sturgeon County
Cory Labrecque, City of Leduc
Marnie Lee, Strathcona County
Avril McCalla, City of Edmonton
Robert Parks, Strathcona County
Joannes Wong, Town of Beaumont

EMRB Staff:
Malcolm Bruce, CEO
Sharon Shuya, Project Manager
Stephanie Chai, Project Manager
Loreen Lennon, Communications Manager
Leslie Chivers, Operations Manager
Taylor Varro, Municipal Planning Intern
Amanda Borman, Executive Assistant
Raquel Chauvette, Administrative Assistant

Regrets:
Kathy Barnhart, Town of Beaumont
Garet Broadbent, Leduc County
Jason Cathcart, Government of Alberta
Karen Sundquist, Government of Alberta
Peter Vana, Parkland County
Markus Weber, Serecon Inc.
1. Opening

1.1 Quorum

Quorum achieved.

1.2 Call to Order

Chair Shaigec called the meeting to order at 10:30 a.m.

1.3 Chair Opening Remarks

2. Approval of Agenda

Motion: That the Regional Agriculture Master Plan Task Force approve the Agenda of April 19, 2018 as amended.
Moved by: Mayor Tanni Doblanko, Leduc County
Accepted by: Chair
Decision: Carried unanimously

3. Approval of Minutes

Motion: That the Regional Agriculture Master Plan Task Force approve the Minutes of March 29, 2018.
Moved by: Councillor Michael Walters, City of Edmonton
Accepted by: Chair
Decision: Carried unanimously

4. Regional Agriculture Master Plan

4.1 Regional Agriculture Master Plan – Project Purpose Statement

Ms. Shuya reviewed the Regional Agriculture Master Plan Task Force Project Purpose Statement.

Motion: That the Regional Agriculture Master Plan Task Force reaffirm and endorse the Project Purpose Statement and recommend the Board receive it for information.
Moved by: Councillor Michael Walters, City of Edmonton
Accepted by: Chair
Decision: Carried unanimously

4.2 Regional Agriculture Master Plan – Draft Stakeholder Engagement Plan
Ms. Shuya provided information on the Draft Stakeholder Engagement Plan to members of the Regional Agriculture Master Plan Task Force.

**Motion:** That the Regional Agriculture Master Plan Task Force endorse the draft Stakeholder Engagement Plan and recommend the Board receive it for approval.

**Moved by:** Councillor Paul Smith, *Strathcona County*  
**Accepted by:** Chair  
**Decision:** Carried unanimously

### 4.3 Regional Agriculture Master Plan – Draft Communications Plan

Ms. Shuya provided information on the Draft Communications Plan to members of the Regional Agriculture Master Plan Task Force.

**Motion:** That the Regional Agriculture Master Plan Task Force receive the draft Communications Plan for information.

**Moved by:** Councillor Michael Walters, *City of Edmonton*  
**Accepted by:** Chair  
**Decision:** Carried unanimously

### 5. Introduction of the Project Consultants

The Regional Agriculture Master Plan Task Force members are introduced to Project Consultants Jerry Bouma, John Steil, Bob Burden, Dr. Thomas Daniels via telecon and Markus Weber, in absentia.

#### 5.1 Project Overview and Approach

#### 5.2 Workplan and Schedule

#### 5.3 Introduction to the Land Evaluation and Site Assessment Tool

#### 5.4 Task Force Discussions

#### 5.5 Letter to Federal Government

**Motion:** That the Regional Agriculture Master Plan Task Force recommend that the Edmonton Metropolitan Region Board send a letter to the Federal Minister of Agriculture Agri-Food Canada, requesting the appointment of a Federal representative on the RAMP Task Force.

**Moved by:** Councillor Paul Smith, *Strathcona County*  
**Accepted by:** Chair  
**Decision:** Carried
6. Adjournment

**Motion:** That the Regional Agriculture Master Plan Task Force meeting of April 19, 2018 adjourn at 1:28 p.m.

**Moved by:** Mayor Tanni Doblanco, Leduc County

**Accepted by:** Chair

**Decision:** Carried unanimously

Task Force Chair, Rod Shaigec
Regional Agriculture Master Plan – Project Purpose Statement

Recommended Motion: That the Edmonton Metropolitan Region Board receive the Regional Agriculture Master Plan Project Purpose Statement as information.

Background

On February 8, 2018, the Edmonton Metropolitan Region Board unanimously approved the Regional Agriculture Master Plan Project Terms of Reference and appointed a seven member Task Force to oversee the development of a Regional Agriculture Master Plan (RAMP).

The development of a RAMP is further work to support the implementation of the Growth Plan.

On April 19, 2018, RAMP Task Force reviewed the Project Purpose Statement identified in the Project Terms of Reference and unanimously approved the purpose statement as the basis for moving forward.

Recommendation

That the Board receive the Project Purpose Statement as information, inclusive of the purpose statement, Growth Plan Principle, Agriculture Policy Area Objectives, and definition of Agriculture from the Growth Plan.

Rationale:

The identification of a project purpose statement early in the process is important to set direction and establish parameters for the work and to inform the Vision and Guiding Principles, as part of the development of the Regional Agriculture Master Plan.

Project Purpose

To provide the region’s decision makers with a land use framework and tools to make decisions consistent with the principles and objectives of the Growth Plan.

The Regional Agriculture Master Plan will provide certainty and flexibility for the existing Agriculture and Agri-food sector and position the region to capitalize on future agricultural opportunities for the growth and sustainability of the sector for future generations.

1 Added for greater clarity, and to encompass the spectrum of food production
Supporting Material

Growth Plan Principle #6

Ensure the wise management of prime agricultural resources.

*In the context of metropolitan growth, we will ensure the wise management of prime agricultural resources to continue a thriving agricultural sector.*

Agriculture Policy Area Objectives

6.1 Identify and conserve an adequate supply of prime agricultural lands to provide a secure local food source for future generations

6.2 Minimize the fragmentation and conversion of prime agricultural lands for non agricultural uses

6.3 Promote diversification and value-added agriculture production and plan infrastructure to support the agricultural sector and regional food system

Definition of Agriculture

The growing, raising, managing and/or sale of livestock (cattle, pigs, horses, game animals), poultry (hens, chickens, turkeys, chicks, game birds, other poultry), crops (hay, field crops, tree fruits or nuts, berries or grapes, vegetables, seed) foods other than agricultural products (e.g. trees, greenhouse or nursery products, mushrooms, sod, honey), horticulture and agri-food-related value- added enterprises, including education, motivated by either profit or lifestyle.
Regional Agriculture Master Plan Stakeholder Engagement Plan

Recommended Motion: That the Edmonton Metropolitan Region Board approve the Stakeholder Engagement Plan.

Background

On February 8, 2018, the Board approved the Terms of Reference for the development of a Regional Agriculture Master Plan (RAMP) and land evaluation and site assessment tool, as further work to support the implementation of the Growth Plan.

The development of a RAMP and a land evaluation and site assessment tool will be firsts for this Region and will require the input from a range of regional stakeholders to ensure the Plan and its implementation respond to the future needs of the agriculture and agri-foods sector, while achieving the objectives identified for Agriculture in the Growth Plan.

On April 19, 2018, the RAMP Task Force approved the draft Stakeholder Engagement Plan, with the understanding that the Stakeholder Engagement Plan will continue to evolve and be refined throughout the project with the input from the Task Force, Working Group, and the Consulting Team.

Recommendation

That the draft Stakeholder Engagement Plan be approved by the Board as recommended by the RAMP Task Force.

Rationale:

The purpose of this Stakeholder Engagement Plan (SEP) is to identify targeted approaches to engage with a range of regional stakeholders to inform the work of a Regional Agriculture Master Plan.

Local knowledge, experience, and forward thinking about the implications of changes and opportunities facing the agriculture and agri-foods sector will be important to the overall process and for building support among decision-makers and regional stakeholders.

The Stakeholder Engagement Plan also is key to inform the project communications plan.
Further work will be required to more specifically identify organizations or key individuals important to the process from within the Regional Stakeholders and specifically the Agriculture and Agri-Foods sectors.

An initial Stakeholder Mapping exercise was completed by the RAMP Working Group and endorsed by the Task Force as a starting point for the level of involvement among the regional stakeholders for the purposes of mitigating risks and managing expectations.
Draft Stakeholder Engagement Plan

REGIONAL AGRICULTURE MASTER PLAN
REVISED APRIL 9, 2018

Sharon Shuya
EDMONTON METROPOLITAN REGION BOARD
1.0 Introduction

1.1 Purpose

The purpose of this Stakeholder Engagement Plan (SEP) is to identify targeted approaches to engage with a range of regional stakeholders to inform the work of a Regional Agriculture Master Plan. The Edmonton Metropolitan Region Board has identified development of a Regional Agriculture Master Plan as an implementation priority for the Growth Plan.

To ensure the Regional Agriculture Master Plan has the support of regional stakeholders, it is critical that the Plan responds to the challenges and opportunities facing the growth of the sector and works with stakeholders to explore ideas and solutions to ensure the long term viability and sustainability. Long term here defined as 30-50-100 years.

A comprehensive engagement plan will ensure the Task Force has the most current information and understanding of challenges and opportunities facing the agriculture and agri-foods sector. Working with regional stakeholders and leveraging local and expert knowledge, experience, and data and information will inform the direction, strategies, and priorities in the Regional Agriculture Master Plan.

This SEP will serve as a guide and will evolve over time as the project develops. The SEP is also closely tied to the communications plan for the project.

NOTE: This SEP framework addresses the needs of the Project, as they are known today. The Edmonton Metropolitan Region Board is in the process of developing a Public Engagement Policy to be completed in 2018/2019. Once in effect, this SEP may need to be adjusted to be consistent with the Policy.

1.2 Engagement Objectives

The process of stakeholder engagement will strive to achieve the following objectives:

- improve and facilitate decision-making;
- create an atmosphere of understanding that actively involves those directly affected and other stakeholders in a timely manner;
- provide these groups with sufficient opportunity to voice their opinions and concerns, which may influence Project decisions; and
- develop long-term partnerships among the rural industries and regional stakeholders to support future planning and policy development.
1.3 Engagement Principles

The stakeholder engagement process is defined by a set of core values and provide the framework for all interactions with stakeholders.

- **Commitment** – is demonstrated when the need to understand, engage and identify the stakeholders is recognized and acted upon early in the process.
- **Trust** – is achieved through open and meaningful dialogue that respects and upholds a person’s or organization’s or community’s beliefs, values, and opinions.
- **Integrity** – is established when engagement is conducted in a manner that fosters mutual respect and trust.
- **Respect** – is generated when the rights, cultural beliefs, values, and interests of stakeholders are recognized.
- **Transparency** – is achieved by being clear and open about the process, and providing timely responses to concerns.
- **Collaboration** – is encouraged among stakeholders when they work together towards workable solutions.
- **Openness and Learning** – is encouraged in a safe environment when one can explore new ideas, learn and apply information in ways that generate options collaboratively, and ensures engagement is effective and relevant.
- **Expectations** – are set when the purpose of the engagement and how much influence people will have on the outcomes is clear.
- **Inclusiveness** – is achieved through broad participation and supported by appropriate participation opportunities; and
- **Planning** – ensures the engagement serves both a clearly defined purpose and the needs of participants.

1.4 Engagement Process

The Stakeholder Engagement Plan will create opportunities to participate in formal and informal consultations to facilitate input, gather opinions, collect information, and stimulate discussion about ideas, options, directions, and possible decisions and associated implications. In this way, affected and interested stakeholders will have opportunities to provide input on policies and initiatives before they are finalized.

Several of the region’s municipalities have completed Agriculture Master Plans, Ag Strategies or Ag Studies, which involved stakeholders input. To that end, the involvement of regional stakeholders will be guided by direction from the Task Force for this project.
2.0 Stakeholder Analysis

2.1 Definition

The term “stakeholder” generally refers to any individual or group that, either positively or negatively, affects or is impacted by the decisions and actions of an organization. Stakeholders may be categorized into two groups, based on direct or indirect impacts.

In considering both the process and outcomes for the project, the Stakeholders have been divided into two groups largely based on their roles. The two groups are Lead Government Agencies and Regional Stakeholders. The Regional Stakeholders category is further segmented into the Agriculture and Agri Food Sector, and then Key Stakeholder Groups.

2.2 Lead Government Agencies

Lead Government Agencies include the Edmonton Metropolitan Region Board, Member Municipalities and the Province of Alberta, in recognition of their roles as the decision-makers. The Board members, the Province and member municipalities will also have a unique role to play when it comes to communications.

The Board, member municipalities and the Province will be engaged throughout, as follows:

- The Board will be directly involved with vetting the work of the Task Force, approving project milestones and the final Plan.
- Member municipalities and their administrations will be a critical interface between the various local publics, regarding this project. They will require up-to-date information about the project, its progress, key decisions, and opportunities to have input while being able to represent and communicate the project’s importance and value for the long term.
- The Province will be informed of the direction and outcomes of the project through information sessions at the ADM level (with affected Ministries) and through internal briefings, organized by the Land Use Secretariat and/or the Alberta Agriculture and Forestry representative(s).

2.3 Regional Stakeholders

Regional Stakeholders will be engaged based on the issues under consideration, and at the appropriate time in the process in order to gather data, information, and opinions, and to explore options and solutions relative to the project purpose and outcomes.

An initial list of regional stakeholders or publics has been identified and further segmented into two groups. The first is Agriculture and Agri-foods Sector. Note: under agriculture it will be
important to recognize not only the producers but also landowners. The difference in interests, composition, and method of consulting/involving will be taken into consideration in approaching these two groups.

The balance of stakeholders have been lumped under Key Stakeholder Groups representing a range of interests be considered at some level.

As the project work plan is finalized, this list of Stakeholders will be refined in consultation with the Consultants, Task Force, and Working Group. Examples include, and are not limited to the following, in no particular order:

- Academic Institutions
- Other Orders of Government;
- NGO’s – includes producers, agriculture input providers, development industry;
- Businesses/ Other Industry- Non Agriculture
- Indigenous population
- Youth Groups
- General Pubic
- Media

Diagram 1.0

To determine the role and level of engagement of the regional stakeholders, the working group completed an initial stakeholder mapping exercise, using the following approach.
2.4 Stakeholder Mapping

Stakeholder Mapping is a process that allows for the development of specific strategies and approaches to stakeholder engagement, based on an assessment of the stakeholder’s impact on the project, by understanding the level of influence/authority the stakeholder may have, and its level of interest in the area or topic under consideration.

Due to the complex nature of developing a Regional Agriculture Master Plan, using this type of approach will be useful in ensuring the process focuses on those stakeholders who have a vested interest in the outcomes and overall success of the Plan. **Understanding who should be consulted is based on two factors: level of influence/authority; and interest.** Proper planning can avoid/or mitigate potential impacts (positive and negative) that can arise from an inappropriate level of engagement, misunderstanding of process, or a lack of information.

Diagram 2.0 – Framework
2.5 Stakeholder Engagement – Regional Agriculture Master Plan

Diagram 3.0 below shows the results of the Stakeholder Mapping for the development of the Regional Agriculture Master Plan.

Diagram 3.0 – draft Stakeholder Mapping - RAMP

Stakeholder Mapping - RAMP

Stakeholder engagement will be an ongoing process as part of developing a RAMP. Stakeholder engagement will occur based on the direction of the Task Force in collaboration with the Consultants and the Working Group.
3.0 Other Considerations

While the main effort of this project will likely involve face-to-face consultation, the Task Force may consider other formats to allow any and all Stakeholders to provide input at any time throughout the process. Allowing Stakeholders the opportunity to provide comments, express opinions, identify ideas and voice concerns anonymously.

The use of other formats for input will be included in the communications plan, and may include the use of the project landing page on the EMRB website to allow for interested stakeholders to participate in the process by leaving a comment or respond to questions or surveys, social media, etc.

4.0 Resources, Roles & Responsibilities

The following table outlines the roles and responsibilities to support the Stakeholder Engagement Plan.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Roles &amp; Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant</td>
<td>• Content creation</td>
</tr>
<tr>
<td></td>
<td>• Facilitation of Sessions</td>
</tr>
<tr>
<td></td>
<td>• Documentation</td>
</tr>
<tr>
<td>Regional Stakeholders</td>
<td>• Attendance</td>
</tr>
<tr>
<td></td>
<td>• Participation</td>
</tr>
<tr>
<td>Task Force</td>
<td>• Attendance &amp; Observation</td>
</tr>
<tr>
<td></td>
<td>• Networking</td>
</tr>
<tr>
<td>Working Group</td>
<td>• Attendance &amp; Observation</td>
</tr>
<tr>
<td></td>
<td>• Networking</td>
</tr>
<tr>
<td></td>
<td>• Technical Support</td>
</tr>
<tr>
<td>Board / Member Municipalities</td>
<td>• Meeting venue access throughout region (for consideration)</td>
</tr>
<tr>
<td></td>
<td>• Attendance &amp; Observation</td>
</tr>
<tr>
<td></td>
<td>• Networking</td>
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<tr>
<td></td>
<td>• Messaging Support</td>
</tr>
<tr>
<td>Province</td>
<td>• Attendance &amp; Observation</td>
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<td></td>
<td>• Networking</td>
</tr>
<tr>
<td>EMRB Administration</td>
<td>• Logistics support</td>
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<td></td>
<td>• Attendance &amp; Observation</td>
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<td>• Networking</td>
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<td></td>
<td>• Technical support</td>
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</tbody>
</table>
6.0 Budget

The project work plan includes a number of Stakeholder Engagements to support the development of the RAMP and the land evaluation and site assessment tool. The costs for these meetings have been included in the overall budget for the project, and assume that the member municipalities will absorb the cost of hosting the consultations.
Federal Agriculture Minister Letter

Recommended Motion: That the Edmonton Metropolitan Region Board approve sending a letter to the Federal Minister of Agriculture and Agri-Food Canada, requesting the appointment of a Federal representative to the Regional Agriculture Master Plan Task Force.

Background

- One April 19, 2018, the Regional Agriculture Task Force unanimously approved the motion requesting the EMRB write a letter to the Federal Government Agriculture Agri-Food requesting the appointment of a Federal representative to the RAMP Task Force, and is looking for Board support.

Rationale

- Agriculture and Agri-food sector has been identified as an important economic sector for the region, province and country.
- All levels of Government have a role to play in ensuring the long term sustainability and viability of Agriculture and Agri-foods sector.
- The Task Force believes meaningful and active participation from Provincial and Federal Governments both from a financial and policy/regulatory perspective will be important to the development of a regional agriculture master plan.
- Food security is being recognized as an issue of national security, and all levels of governments are starting to analyze their own food security and level of dependency on food sources.
- 36% of the prime agricultural lands in the province is found in this region and is an important source of food production locally, nationally and globally.
- The Regional Agriculture Task Force strongly believes it would be valuable to have a federal representative who can bring the federal perspective into the conversations and the development of a Regional Agriculture Master Plan.
Metropolitan Region Servicing Plan Task Force Chair

Recommended Motion: That the Edmonton Metropolitan Region Board confirm Mayor Ray Ralph as Chair of the Metropolitan Region Servicing Plan Task Force as of April 26, 2018.

Background

- On April 26, 2018, The Metropolitan Region Servicing Plan Task Force selected Mayor Ray Ralph to be recommended as Chair of the Metropolitan Region Servicing Plan Task Force.

- As per the Terms of Reference for this committee, the Board must appoint the Chair of the Committee.
Metropolitan Region Servicing Plan Task Force

Thursday, April 26, 2018
9:00 a.m. – 12:00 p.m.
La Cite Francophone – Hall Jean-Louis Dentinger
8627 Rue Marie – Gaboury (91 Street)

Members:
Ray Ralph, Town of Devon (Chair)
Dave Anderson, Strathcona County (Vice Chair)
Wes Brodhead, City of St. Albert (Alternate)
Tanni Doblanco, Leduc County
Gordon Harris, City of Fort Saskatchewan (Alternate)
Don Iveson, City of Edmonton
Gale Katchur, City of Fort Saskatchewan
Linda Matties, Town of Stony Plain (Alternate)

Technical Members:
Barry Belcourt, City of Edmonton
Greg Hofmann, Town of Morinville
Corey Levasseur, City of Spruce Grove
Rob McGowan, Parkland County
Eleanor Mohammed, Town of Beaumont
Shawn Olson, City of Leduc
Ted Nestor, Sturgeon County

EMRB Staff:
Jodi Abbott, EMRB Chair
Malcolm Bruce, CEO
Sharon Shuya, Project Manager
Neal Sarnecki, Project Manager
Stephanie Chai, Project Manager
Loreen Lennon, Communications Manager
Leslie Chivers, Operations Manager
Brandt Denham, GIS Coordinator
Taylor Varro, Municipal Planning Intern
Amanda Borman, Executive Assistant
Raquel Chauvette, Administrative Assistant

Guests:
Grant Bain, Leduc County
Brian Botterill, Strathcona County
Michael Coralejo, University of Alberta
Paresh Dhariya, Town of Devon
Trevor Duley, City of St. Albert
Kevin Glebe, Strathcona County
Larissa Hepp, Sturgeon County
Marnie Lee, Strathcona County
Miguel Monsalve, University of Alberta
Nancy Lyzaniwski, Strathcona County
Kendra Raymond, Town of Beaumont
John Stewart, Town of Beaumont
Kelly Vandenberghhe, Leduc County
Evan Wong, University of Alberta
1. Opening

1.1 Quorum

Quorum achieved.

1.2 Call to Order

CEO Bruce called the meeting to order at 9:02 a.m.

1.3 CEO Opening Remarks

2. Approval of Agenda

Motion: That the Metropolitan Servicing Plan Task Force approve the Agenda of April 26, 2018.
Moved by: Mayor Ray Ralph, Town of Devon
Accepted by: CEO Bruce
Decision: Carried unanimously

3. Governance

3.1 Selection of Chair

Motion: That the Metropolitan Region Servicing Plan Task Force appoint Mayor Ray Ralph to the Chair position and recommend that the Edmonton Metropolitan Region Board endorse and reaffirm that appointment is effective April 26, 2018.
Moved by: Councillor Dave Anderson, Strathcona County
Accepted by: CEO Bruce
Decision: Carried unanimously

Motion: That the Metropolitan Servicing Plan Task Force direct Administration to destroy the ballots.
Moved by: Mayor Tanni Doblanco, Leduc County
Accepted by: Chair
Decision: Carried unanimously

3.2 Selection of Vice Chair

Motion: That the Metropolitan Region Servicing Plan Task Force appoint Councillor Dave Anderson as Vice Chair.
Moved by: Mayor Don Iveson, City of Edmonton
Accepted by: Chair
Decision: Carried unanimously
Motion: That the Metropolitan Servicing Plan Task Force direct Administration to destroy the ballots.
Moved by: Mayor Tanni Doblanko, Leduc County
Accepted by: Chair
Decision: Carried unanimously

3.3 Task Force Terms of Reference

Motion: That the Metropolitan Region Servicing Plan Task Force review and reaffirm the Task Force Terms of Reference approved by the Edmonton Metropolitan Region Board.
Moved by: Mayor Gale Katchur, City of Fort Saskatchewan
Accepted by: Chair
Decision: Carried unanimously

4. Regulatory Context

4.1 Edmonton Metropolitan Region Board Regulation

Mr. Sarnecki provided context on the Edmonton Metropolitan Region Board Regulation to members of the Metropolitan Region Servicing Plan Task Force.

4.2 Intermunicipal Collaboration Framework vs MRSP

Mr. Sarnecki provided a comparison between Intermunicipal Collaboration Framework vs MRSP to members of the Metropolitan Region Servicing Plan Task Force.

5. Metropolitan Region Servicing Plan

5.1 MRSP Project Charter

Mr. Sarnecki provided information on the MRSP Project Charter to members of the Metropolitan Region Servicing Plan Task Force.

5.2 Phase 2 – Environmental Scan Work Plan

Mr. Sarnecki provided members of the Metropolitan Region Servicing Plan Task Force with information about the next steps in Phase 2 – Environmental Scan Work Plan.

Motion: That the Metropolitan Region Servicing Plan Task Force approve the MRSP Project Phase 2 – Environmental Scan Work Plan.
Moved by: Mayor Tanni Doblanko, Leduc County
Accepted by: Chair
Decision: Carried unanimously
Mayor Gale Katchur, City of Fort Saskatchewan leaves meeting, replaced by Councillor Gordon Harris.

6. U of A Student Project Presentation – Regional Emergency (Fire) Services Report

Ms. Chai introduced the U of A Students who completed the Regional Emergency (Fire) Services Report on behalf of the Edmonton Metropolitan Region Board. Presenting today: Michael Coralejo, Miguel Monsalve, and Evan Wong. Not present but a Project member: Joseana Lara

7. Next Steps

Mr. Sarnecki provided members of the Metropolitan Region Servicing Plan Task Force with the next steps going forward. The next meeting will be announced for September.

8. Adjournment

Motion: That the Metropolitan Region Servicing Plan Task Force meeting of April 26, 2018 adjourn at 10:15 a.m.
Moved by: Mayor Tanni Doblanko, Leduc County
Accepted by: Chair
Decision: Carried unanimously

Task Force Chair, Mayor Ray Ralph