# Board Meeting

## Comprehensive Agenda

**October 10, 2019 - 9:00 AM - 12:00 PM**

Chateau Louis Conference Centre, Grand Ballroom  
11727 Kingsway NW, Edmonton, AB

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

<table>
<thead>
<tr>
<th>2. Approval of Agenda</th>
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| *Action: Approval*  
*Lead: Chair Abbott*  

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve the Agenda of October 10, 2019. |

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<thead>
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<th>3. Approval of Minutes</th>
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| *Action: Approval*  
*Lead: Chair Abbott*  

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve the Minutes of June 13, 2019. |

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<thead>
<tr>
<th>4. Executive Committee</th>
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</table>
| **4.1 Chair Update**  
*Action: Information*  
*Lead: Chair Abbott* |
| **4.2 Board Chair Selection Process**  
*Action: Approval*  
*Lead: CEO Wichuk*  

**Recommended Motion:** That the Edmonton Metropolitan Region Board appoint a non-elected Board Chair. |
4.3 In Camera
Action: Approval
Lead: Chair Abbott

**Recommended Motion:** That the Edmonton Metropolitan Region Board move In Camera, in accordance with the provisions of Section 17, of the Freedom of Information and Protection of Privacy Act (FOIP), R.S.A. 2000, c.F-25.

4.4 CEO Performance Contribution Agreement – Section 17 – Disclosure Harmful to Personal Privacy
Action: Approval
Lead: Chair Abbott

4.5 Board Chair Selection Process – Section 17 – Disclosure Harmful to Personal Privacy
Action: Approval
Lead: CEO Wichuk

**Recommended Motion:** That the Edmonton Metropolitan Region Board move out of camera.

5. Audit & Finance Committee

5.1 Chair Update
Action: Information
Lead: Chair Doblanko

5.2 Quarterly Financial Report
Action: Information
Lead: Chair Doblanko/CEO Wichuk

5.3 Revised 2019-2020 Budget
Action: Approval
Lead: Chair Doblanko/CEO Wichuk

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve the Revised 2019-2020 Budget.
6. Metropolitan Region Servicing Plan Task Force

| 6.1 Chair Update | Action: Information  
|                  | Lead: Chair Ralph |

| 6.2 Extension Request to Government of Alberta | Action: Approval  
|                                             | Lead: Chair Ralph/CEO Wichuk |

**Recommended Motion:** That the Edmonton Metropolitan Region Board seek a 6-month extension from the Government of Alberta to bring the final MRSP Report to the Task Force, Board, and consult member municipalities in the completion of the inaugural MRSP.

7. Regional Agriculture Master Plan Task Force

| 7.1 Chair Update | Action: Information  
|                  | Lead: Chair Shagec |

8. Regional Energy Corridors Advocacy Strategy Update

| Action: Information  
| Lead: Chair Abbott/CEO Wichuk |

9. Member Updates

| 9.1 City of Edmonton – FIFA | Action: Information  
|                            | Lead: Mayor Iveson |

| 9.2 Strathcona County – Social Summit: From Isolation to Connection | Action: Information  
|                                                                  | Lead: Mayor Frank |

10. CEO Update

| Action: Information  
| Lead: CEO Wichuk |

11. Next Meeting

- December 12, 2019, 9:00 a.m. – Noon, Chateau Louis Conference Centre, Grand Ballroom
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<td><strong>12. In Camera</strong></td>
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<td><em>Action: Approval</em></td>
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<td><em>Lead: Chair Abbott</em></td>
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<td><strong>13. Adjournment</strong></td>
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<td><em>Action: Approval</em></td>
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<td><em>Lead: Chair Abbott</em></td>
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<td><strong>Recommended Motion:</strong></td>
<td>That the Edmonton Metropolitan Region Board meeting of October 10, 2019 be adjourned.</td>
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Minutes of the meeting of the Edmonton Metropolitan Region Board held at Chateau Louis, Grand Ballroom on Thursday, June 13, 2019.

Delegates in Attendance:
Dr. Jodi L. Abbott – Board Chair
Mayor John Stewart – Beaumont
Mayor Ray Ralph – Devon
Mayor Don Iveson – Edmonton
Mayor Gale Katchur – Fort Saskatchewan
Mayor Bob Young – Leduc
Mayor Tanni Doblanko – Leduc County
Mayor Barry Turner – Morinville

Mayor Rod Shaigec – Parkland County
Mayor Cathy Heron – St. Albert
Councillor Erin Stevenson – Spruce Grove
Mayor William Choy – Stony Plain
Mayor Rod Frank – Strathcona County
Mayor Alanna Hnatiw – Sturgeon County
Monte Krueger – Government of Alberta

EMRB Administration:
Karen Wichuk, CEO
Sharon Shuya, Director, Regional Growth Planning
Bryan Haggarty, Director, Strategic Initiatives & Operations
Alex Bonokoski, Project Manager
Taylor Varro, Project Manager
Barry Huybens, MRSP Project Manager

Charlene Chauvette, Office Manager
Dan Rose, Senior Communications Advisor
Carol Moreno, Project Coordinator
Agata Lewandowski, Executive Assistant
Raquel Chauvette, Administrative Assistant

Attendance in Gallery: 40
1. Opening

1.1 Call to Order

Chair Abbott calls the meeting to order at 9:00 a.m.

1.2 Chair’s Opening Remarks

Chair Abbott called the meeting to order and welcomed the Board Members, the Gallery, and acknowledged the meeting is held on traditional Treaty 6 lands. Chair Abbott reminded those gathered the meeting will be recorded to help with production of minutes and archival purposes. Chair Abbott acknowledged the tremendous amount of work and activities in the member municipalities and highlighted many of the community events and initiatives underway.

2. Approval of Agenda

Chair Abbott informs members that there has been a request for an additional In Camera item to be added to follow 12.1 Organizational Risk Report, focusing on Bill 7 under Section 21 – Disclosure Harmful to Intergovernmental Relations to become the new 12.2, and finishing with 12.3 CEO Performance Evaluation. Chair Abbott suggests moving Item 4.4 Amended Policy F007 – Reserves and Item 5.7 Engagement Strategy to the end of the agenda if time permits, due to a full agenda.

Chair notes that if time does not permit there will be a motion brought to the floor to defer these items to the next scheduled Board meeting.

Moved by Mayor Ralph. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board approve the agenda of June 13, 2019 as amended.

Motion carried unanimously.

3. Approval of Minutes

Moved by Mayor Katchur. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board approve the minutes of April 11, 2019.

Motion carried unanimously.

4. Audit & Finance Committee

4.1 Chair Update
Chair Doblanko provides an update on the discussions and decisions being brought forward from the May 9, 2019 Audit & Finance Committee meeting.

4.2 2018-2019 Audited Financial Statements

Chair Doblanko introduces the 2018-2019 Audited Financial Statements.

CEO Wichuk provides background information on the selection of the auditors following Policy G005.

Chair Doblanko introduces and welcomes Shannon Troke from King & Company to present to members.

Mr. Troke presents the 2018-2019 Audited Financial Statements in detail, providing clarification on an internal review process that took place, and minor changes that were made to the wording since presenting to the Audit & Finance Committee in May, to allow for better precision and accuracy.

**Moved by** Mayor Doblanko. **Accepted by** Chair.

**Motion:** That the Edmonton Metropolitan Region Board approve the amended 2018-2019 Audited Financial Statements, as prepared by King & Company.

Motion carried unanimously.

4.3 2018-2019 Annual Report

Chair Doblanko introduces the 2018-2019 Annual Report.

CEO Wichuk provides background information on the Annual Report requirements. CEO Wichuk notes the changes made within the Annual Report for the 2018-2019 year in regard to content and language.

**Moved by** Mayor Doblanko. **Accepted by** Chair.

**Motion:** That the Edmonton Metropolitan Region Board approve the 2018-2019 Annual Report.

Motion carried unanimously.

5. Executive Committee

5.1 Chair Update

Chair Abbott provides an update on the May 9, 2019 Executive Committee meeting. Chair Abbott informs members the Board Retreat is confirmed for September 4, 2019, and the
work that will continue in the coming months to prepare a strategic agenda for distribution of materials in August.

**5.2 Regional Broadband Project Charter (Phase 1)**

Ms. Shuya provides background information on the Regional Broadband Project Charter (Phase 1). Ms. Shuya provides information on the scope for Regional Broadband, and notes the steps that will be taken in the coming months to help determine the next steps for this strategic initiative.

Moved by Mayor Hnatiw. Accepted by Chair.

**Motion:** That the Edmonton Metropolitan Region Board approve the Regional Broadband Project Charter (Phase 1).

Motion carried unanimously.

**5.3 Integrated Regional Transportation Master Plan Project Charter**

Ms. Shuya provides background information on the Integrated Regional Transportation Master Plan Project Charter. Ms. Shuya provides potential outcomes of the updated Integrated Regional Transportation Master Plan. Ms. Shuya notes next steps that will be taken to support this strategic initiative.

Moved by Mayor Ralph. Accepted by Chair.

**Motion:** That the Edmonton Metropolitan Region Board approve the Integrated Regional Transportation Master Plan Project Charter.

Motion carried unanimously.

**5.4 Integrated Regional Transportation Master Plan Task Force Terms of Reference**

Ms. Shuya describes the need for a Task Force for the Integrated Regional Transportation Master Plan project. Ms. Shuya notes the recommended representation and support for the Task Force as noted in the terms of reference. Ms. Shuya provides the anticipated next steps for the Task Force.

Moved by Mayor Iveson. Accepted by Chair.

**Motion:** That the Edmonton Metropolitan Region Board approve the Integrated Regional Transportation Master Plan Task Force Terms of Reference.

Motion carried unanimously.
Chair Abbott calls for a 10 minute break to allow for discussion of the Task Force appointments among members.

5.5 Integrated Regional Transportation Master Plan Task Force

Chair Abbott ask for a representative from each of the Towns, Counties and Cities to speak to the appointment of members for the Task Force.

Moved by Mayor Iveson. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board appoint the City of Edmonton, City of Beaumont, City of Fort Saskatchewan, Town of Morinville, Town of Stony Plain, Sturgeon County and Strathcona County to the Integrated Regional Transportation Master Plan Task Force.

Motion carried unanimously.

5.6 Regional Transportation Priorities and ACT Funding Strategy

Ms. Shuya discusses the conversation that took place at the May 9, 2019 Executive Committee meeting and provides background to the Board. Ms. Shuya addresses the proposed approach for the Regional Transportation Priorities and ACT Funding Strategy.

Moved by Mayor Choy. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board approve the strategy for submission of the 2019 Regional Transportation Priorities Report and the Alberta Community Transit Fund lists to the province.

Motion carried unanimously.

6. Shared Investment for Shared Benefit Task Force

6.1 Quorum Requirements

Chair Frank provides an update from the preliminary discussions around Shared Investment for Shared Benefit. Chair Frank confirms the interest by members to have representation and participation from all 13 municipalities at the table. Chair Frank acknowledges the amendment to the Terms of Reference to have quorum require representation from nine municipalities.

Moved by Mayor Frank. Accepted by Chair.
Motion: That the Edmonton Metropolitan Region Board approve the amended SISB Project Task Force Terms of Reference, requiring representation from nine municipalities to achieve quorum.

Motion carried unanimously.

7. Metropolitan Region Servicing Plan Task Force

7.1 Chair Update

Chair Ralph provides an update from the May 24, 2019 MRSP Task Force meeting.

7.2 Draft MRSP Principles and Collaboratives

Mr. Huybens provides background on the work that continues to be done on servicing and presents the recommended Draft MRSP Principles and Collaboratives.

Moved by Mayor Ralph. Accepted by Chair.

Recommended Motion: That the Edmonton Metropolitan Region Board endorse the Metropolitan Region Servicing Plan Task Force overall direction for Draft MRSP Principles and Collaboratives for each of four service areas – Fire/EMS, Emergency Management, Solid Waste and Stormwater.

Mayor Choy makes a friendly amendment to “separate the motion to address the overall Draft Principles first, and have the four service areas as the second motion.”

Accepted by Chair.

Mayor Frank makes an amendment to the motion to “vote on the four service areas separately.” Accepted by Chair.

2 in favour. 10 opposed. Not supported by 2/3 of the representatives from participating municipalities representing more than 2/3 the population. Motion failed.

Moved by Mayor Choy. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board endorse the Metropolitan Region Servicing Plan Task Force Draft Principles.

Motion carried unanimously.

Moved by Mayor Iveson. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board endorse the overall direction of collaboratives for each of the four service areas – Fire/EMS, Emergency Management,
Solid Waste and Stormwater.

**Motion carried unanimously.**

Chair Abbott notes the numerous items still left on the agenda and asks for a motion to defer Items 4.4 Amended Policy F007 – Reserves, 5.7 Engagement Strategy, and 8.1 Parkland County Truth and Reconciliation Commission to the next scheduled Board meeting. Chair Abbott confirms that 8.2 City of Edmonton – Treaty 6 Day information will be sent by email, and 9 CEO Update was provided as a written document in the package.

**Moved by Mayor Doblanko. Accepted by Chair.**

**Motion:** That the Edmonton Metropolitan Region Board defer Items 4.4, 5.7, and 8.1, to the next scheduled Board meeting.

**Motion carried unanimously.**


Chair Abbott discusses the conversation had at the April 11, 2019 Board meeting to align the performance evaluation of the CEO with the fiscal year, given this will connect with budget and annual plan performance.

Chair Abbott introduces the proposed evaluation guide that was brought forward to the Executive Committee before coming to the Board. Chair Abbott provides members with information on the three areas of the proposed evaluation.

**Moved by Mayor Iveson. Accepted by Chair.**

**Motion:** That the Edmonton Metropolitan Region Board approve the 2019-2020 CEO Performance and Leadership Guide.

**Motion carried unanimously.**

Chair Abbott clarifies that a short cycle review on the CEO’s Performance based on the 360 leadership competencies and achievements to date will be discussed in the In Camera portion of the meeting.

11. Next Meeting

- August 8, 2019, 9:00 a.m. – Noon, Chateau Louis Conference Centre, Grand Ballroom TBC

10. In Camera

**Moved by Mayor Choy. Accepted by Chair.**
**Motion:** That the Edmonton Metropolitan Region Board move In Camera, in accordance with the provisions of Sections 17 and 21, of the Freedom of Information and Protection of Privacy Act (FOIP), R.S.A 2000, c.F-25.

Motion carried unanimously.

**In Camera Participants:**

Dr. Jodi L. Abbott – Board Chair  
Mayor John Stewart – Beaumont  
Mayor Ray Ralph – Devon  
Mayor Don Iveson – Edmonton  
Mayor Gale Katchur – Ft. Saskatchewan  
Mayor Tanni Doblanko – Leduc County  
Mayor Barry Turner – Morinville  
Mayor Rod Shaigec – Parkland County  
Councillor Erin Stevenson – Spruce Grove  
Mayor Cathy Heron – St. Albert  
Mayor William Choy – Stony Plain  
Mayor Rod Frank – Strathcona County  
Mayor Alanna Hnatiw – Sturgeon County  
Karen Wichuk – EMRB CEO  
Troy Fleming – Fort Saskatchewan  
Nancy Lyzaniwski – Strathcona County  
Ken MacKay – St. Albert  
Paul Ross – Edmonton  
Mike Schwirtz – Beaumont

10.1 Organizational Risk Report – Section 17 – Disclosure Harmful to Personal Privacy

10.2 Bill 7 – Section 21 – Disclosure Harmful to Intergovernmental Relations

10.3 CEO Performance Evaluation – Section 17 – Disclosure Harmful to Personal Privacy

**In Camera Participants:**

Dr. Jodi L. Abbott – Board Chair  
Mayor John Stewart – Beaumont  
Mayor Ray Ralph – Devon  
Mayor Don Iveson – Edmonton  
Mayor Gale Katchur – Ft. Saskatchewan  
Mayor Tanni Doblanko – Leduc County
Mayor Barry Turner – Morinville
Mayor Rod Shaigec – Parkland County
Mayor Cathy Heron – St. Albert
Councillor Erin Stevenson – Spruce Grove
Mayor William Choy – Stony Plain
Mayor Rod Frank – Strathcona County
Mayor Alanna Hnatiw – Sturgeon County
Karen Wichuk – EMRB CEO

CEO Wichuk left In Camera at 12:25 p.m.

Moved by Mayor Iveson. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board move out of camera.

Motion carried unanimously.

Moved by Mayor Iveson. Accepted by Chair.

Motion: Based on the performance review of the CEO for the 2018-2019 fiscal year, the Board actions the Board Chair to take the necessary steps regarding the agreed to adjustments to compensation.

9 in favour. 4 opposed. Supported by 2/3 of the representatives from participating municipalities representing more than 2/3 the population. Motion carried.

13. Adjournment

Moved by Mayor Ralph. Accepted by Chair.

Motion: That the Edmonton Metropolitan Region Board meeting of June 13, 2019 be adjourned.

Motion carried unanimously.
Executive Committee

Friday, July 12, 2019
8:00 a.m. – 10:00 a.m.
Edmonton Metropolitan Region Board
Capital Region Boardroom

Members:
Mayor Bob Young, City of Leduc (Vice Chair)
Mayor Tanni Doblanke, Leduc County
Mayor Rod Shaigec, Parkland County
Mayor Barry Turner, Town of Morinville
Mayor Don Iveson, City of Edmonton

Regrets:
Dr. Jodi L. Abbott, Board Chair

EMRB Staff & Consultants:
Karen Wichuk, CEO
Bryan Haggarty, Director, Strategic Initiatives and Operations
Dan Rose, Senior Communications Advisor
Raquel Chauvette, Administrative Assistant
Cathy Kiss, Crown Strategic Consulting

Guests:
Mayor William Choy, Town of Stony Plain
Mayor Rod Frank, Strathcona County
Mayor Alanna Hnatiw, Sturgeon County
Mayor Gale Katchur, City of Fort Saskatchewan
Mayor Ray Ralph, Town of Devon
Mayor John Stewart, City of Beaumont
Teaka Broughm, City of Beaumont
Julianna Charchun, City of Edmonton
Trevor Duley, City of St. Albert
Larissa Hepp, Sturgeon County
Brandy Kelly, City of Leduc
Nancy Lyzaniwski, City of Edmonton
Avril McCalla, City of Edmonton
Julie Vizbar, Leduc County
1. Opening

1.1 Quorum

Quorum achieved; four of five voting members present.

1.2 Call to Order

Vice Chair Young calls the meeting to order at 8:07 a.m.

1.3 Chair's Opening Remarks

Vice Chair Young introduces Cathy Kiss from Crown Strategic Consulting. Vice Chair Young discusses that as per the Executive Committee Terms of Reference, Advocacy, Communications and Public Engagement are the responsibility of the Committee. Vice Chair Young shares the meeting objectives that will be brought forward.

CEO Wichuk informs members that EMRB Administration is reviewing the engagement strategy and developing a strategic engagement matrix. CEO Wichuk shares that today’s meeting and guidance from members will help to inform and support the future work.

2. Approval of Agenda

Motion: That the Executive Committee approve the July 12, 2019 meeting agenda.

Moved by: Mayor Iveson
Accepted by: Vice Chair
Decision: Carried unanimously

3. In Camera

Motion: That the Executive Committee move In Camera, in accordance with the provisions of Section 21, of the Freedom of Information and Protection of Privacy Act (FOIP), R.S.A. 2000, c. F-25.

Moved by: Mayor Turner
Accepted by: Vice Chair
Decision: Carried unanimously

3.1 Our Current Environment and Context – Section 21 – Disclosure Harmful to Intergovernmental Relations
3.2 Bill 7 – Follow Up Discussion – Section 21 – Disclosure Harmful to Intergovernmental Relations

**Motion:** That the Executive Committee move out of camera.

**Moved by:** Mayor Shaigec

**Accepted by:** Vice Chair

**Decision:** Carried unanimously

4. **Engagement Strategy – Review of Key Messages and Next Steps**

CEO Wichuk asks for feedback on the emerging messages and narrative. CEO Wichuk reviews activities to date and several next proposed initiatives.

5. **Next Meeting**

- July 11, 2019, 9:00 a.m. – Noon, EMRB Office TBC

6. **Adjournment**

**Motion:** That the Executive Committee meeting of July 12, 2019 be adjourned.

**Moved by:** Mayor Turner

**Accepted by:** Vice Chair

**Decision:** Carried unanimously

Committee Vice Chair, Mayor Bob Young
Executive Committee

Friday, September 20, 2019
8:00 a.m. – 9:30 a.m.
Edmonton Metropolitan Region Board
Capital Region Boardroom

Members:
Dr. Jodi L. Abbott, Board Chair (by phone)
Mayor Bob Young, City of Leduc (Vice Chair)
Mayor Tanni Doblanko, Leduc County
Mayor Rod Shaigec, Parkland County
Mayor Barry Turner, Town of Morinville
Mayor Don Iveson, City of Edmonton

EMRB Staff & Consultants:
Karen Wichuk, CEO
Bryan Haggarty, Director, Strategic Initiatives and Operations
Debra Irving, Senior Project Manager
Dan Rose, Senior Communications Advisor
Agata Lewandowski, Executive Assistant
Carol Moreno, Project Coordinator

Guests:
Mayor William Choy, Town of Stony Plain
Mayor John Stewart, City of Beaumont
Teaka Broughm, City of Beaumont
Rachel Davies, City of Edmonton
Gibby Davis, City of Edmonton
Trevor Duley, City of St. Albert
Brandy Kelly, City of Leduc
Larissa Lindmark, Parkland County
Yetunde Oke, City of Edmonton
Jackie Porayko, Strathcona County
Julie Vizbar, Leduc County
Matthew Wispinski, City of Edmonton
1 Opening

1.1 Quorum

Quorum achieved; four of five voting members present.

1.2 Call to Order

Vice Chair Young calls the meeting to order at 8:05 a.m.

1.3 Chair's Opening Remarks

Vice Chair Young welcomes Committee members and outlines the order of proceedings.

2 Approval of Agenda

Motion: That the Executive Committee approve the September 20, 2019 meeting agenda.
Moved by: Mayor Doblanko
Accepted by: Vice Chair
Decision: Carried unanimously

3 Approval of Minutes

Motion: That the Executive Committee approve the May 9 and July 12, 2019 meeting minutes.
Moved by: Mayor Iveson
Accepted by: Vice Chair
Decision: Carried unanimously

4 Governance

4.1 Board Chair Selection Process

Mayor Young hands over the Chair to Mayor Choy to lead the Committee in a review of the options for Chair Appointment: Non-Elected Chair, Chair from among elected representatives, or Interim Chair appointed by the Minister of Municipal Affairs.

Mayor Turner joined the meeting at 8:09 a.m.

Mayor Choy invites Committee members to share their experiences and perceptions of both elected and non-elected chairs. Members comment on their experience and review the comprehensive recruitment process that led to the appointment of the EMRB’s non-elected chair. The Committee developed consensus on the value of having a non-elected chair. Members comment on the role of Executive Committee in sharing the context of these discussions with the Board, and the need to review the current policy on chair appointments to bring it up to date.
**Motion:** That the Executive Committee endorse and recommend the Board appoint a non-elected Board Chair.

**Moved by:** Mayor Iveson

**Accepted by:** Mayor Choy

**Decision:** Carried unanimously

### 4.2 In Camera

**Motion:** That the Executive Committee move In Camera, in accordance with the provisions of Section 17, of the Freedom of Information and Protection of Privacy Act (FOIP), R.S.A. 2000, c. F-25.

**Moved by:** Mayor Doblanko

**Accepted by:** Vice Chair

**Decision:** Carried unanimously

**In Camera Participants:**

- Mayor Choy
- Mayor Doblanko
- Mayor Iveson
- Mayor Stewart
- Mayor Turner
- Mayor Shaigec
- Mayor Young
- CEO Wichuk

### 4.3 Board Chair Selection Process – Section 17 – Disclosure Harmful to Personal Privacy

*Mayor Turner recuses himself from the meeting at 8:39 a.m.*

*Break from 9:05 a.m. to 9:13 a.m.*

*Chair Abbott joins the meeting by phone and Mayor Turner rejoins the meeting at 9:13 a.m.*

### 4.4 CEO Performance Contribution Agreement – Section 17 – Disclosure Harmful to Personal Privacy

**In Camera Participants:**

- Mayor Choy
- Mayor Doblanko
- Mayor Iveson
- Mayor Stewart
- Mayor Turner
- Mayor Shaigec
- Mayor Young
- Chair Abbott
- CEO Wichuk
Motion: That the Executive Committee move out of camera.
Moved by: Mayor Iveson
Accepted by: Vice Chair
Decision: Carried unanimously

Mayor Iveson left the meeting at 9:38 a.m.

4.5 Board Strategic Retreat Follow Up

Item is deferred due to time constraints.

5. IRTMP Initiative Update

CEO Wichuk advises the Committee on proposed updates to the IRTMP budget and references IRMTP work as included within the grant extension request. Budgetary changes are related to awareness of increased complexity in the modelling, and inclusion of interim criteria for the 2020 Regional Transportation Priorities Report. CEO Wichuk comments on communication efforts with Alberta Transportation to address issues related to modelling and lessons learned on the budgetary impact of project charter amendments during the approval process.

6. CEO Update

CEO Wichuk shares progress on the corporate risk assessment and policy review, to be reviewed by Executive and Audit & Finance in November. CEO Wichuk lists a variety of engagement meetings including joint EMRB/Edmonton Global presentation to Capital Region Caucus, Board Chair and CEO meeting with Minister Madu and departmental officials from Municipal Affairs, upcoming meetings with additional Ministers/MLA’s, Chair/CEO presentation to Strathcona County Council, CEO presentation to University of Alberta Executive MBA class, and CEO attendance at presentation by Travis Toews, President of Treasury Board and Minister of Finance.

7. Next Meeting

- November 14, 2019, 9:00 a.m. – Noon, EMRB Office

8. Adjournment

Motion: That the Executive Committee meeting of September 20, 2019 be adjourned.
Moved by: Mayor Turner
Accepted by: Vice Chair
Decision: Carried unanimously
Board Chair Selection Process

Recommended Motion: That the Edmonton Metropolitan Region Board appoint a non-elected Board Chair.

Background

2017-2018 marked a transition year for the Capital Region Board, including an update to the regulation governing the Board and a transition to the Edmonton Metropolitan Region Board.

In June 2017, the Deputy Minister of Municipal Affairs granted permission to the Capital Region Board to allow for the recruitment of a non-elected Chair with the understanding that a chair would not be appointed until the enactment of the Edmonton Metropolitan Region Board Regulation.

On October 26, 2017, the Edmonton Metropolitan Region Board Regulation was enacted and provided the necessary authority to the Board:

(5) The representative appointed under section 708.04 of the Act or designated by section 2(4) may appoint a Chair that is not a representative appointed under section 708.04 of the Act or designated by section 2(4) in accordance with policies established by the Board.

Following an open recruitment and selection process undertaken by the Board, on October 31, 2017, the incumbent Chair signed a two-year agreement with the Edmonton Metropolitan Region Board.

As the Term of Agreement entered on October 31, 2017 is for two years, the agreement will terminate as of October 31, 2019 and requires the selection of a Board Chair for the next term.

As per Policy G010 (Part A-1a) the options for the Board Chair Selection Process were reviewed and discussed by Executive Committee on September 20, 2019.

Selection Process Options Reviewed by Executive Committee

The below represents the options considered by Executive Committee in determining the process to recommend to the Board in selecting the Board Chair for the next term:
1. **Appoint** a non-elected Board Chair in accordance with section 4(5) Edmonton Metropolitan Region Board Regulation.
   Board Process: Simple majority vote on a motion.

2. **Elect** a Chair from among the elected representatives of the participating municipalities.

3. **Request** an interim Board Chair be appointed by the Minister of Municipal Affairs through Ministerial Order.
   Board Process: As specified in Policy G010 - Part B (1a-3d).

**Executive Committee Discussion and Recommendation**

The Executive Committee discussed the available Board Chair Selection Process options to recommend to the Board.

Option 3, the appointment of the Board Chair by the Minister of Municipal Affairs was immediately ruled out as an option given agreement by Executive Committee that the Board will determine who will serve as Chair.

Executive Committee then discussed Option 2, and the merits of an elected representative as Board Chair versus a non-elected Board Chair, with Committee Members relating their experiences and presenting their perspectives. Executive Committee agreed that an elected Chair may present challenges in maintaining a separation of Board interest from municipal interests and can create pragmatic challenges in the conduct of Board proceedings.

Option 1, was viewed by Executive Committee as providing a necessary impartiality in the role of Chair, best serves to avoid potential conflicts, and provides greater clarity in roles and responsibilities and in Board proceedings.

Executive Committee concluded the discussion with a resolution to recommend Option 1, the appointment of a non-elected Chair.

**Attachment:**

1. Policy G010 – Selection of Board Chair or Interim Board Chair, Board Vice Chair and Board Chair Review.
PURPOSE

To establish the process for selecting a Board Chair or Interim Board Chair and Vice-Chair of the Board; and to establish the process for reviewing the Board Chair.

POLICY

In accordance with the Board Regulation, the Board may select a Chair from among the representatives of the participating municipalities. The Regulation also provides that the Minister of Municipal Affairs or the Board may appoint an Interim Chair of the Board who is not a representative from a participating municipality of the Board. The process for selecting a Chair or Interim Chair shall be approved by the Board. This selection process should be carried out in sufficient time to ensure that a Chair or Interim Chair is in place prior to the conclusion of the mandate of an existing Chair or Interim Chair. In addition, Board policy stipulates that a Board Chair review must be conducted every two years from the date of the Board Chair assuming the position of Board Chair.

GUIDELINES

Part A – Selection of a Chair for the Board

1. FOLLOWING A MUNICIPAL ELECTION OR A BOARD DECISION TO ELECT A NEW BOARD CHAIR:
   a. The Chief Executive Officer (CEO) or designate shall recommend a process for electing the Board Chair for review by the Executive Committee and for approval by the Board.
   b. The CEO or designate shall circulate the Role and Authorities of Board Chair and Vice-Chair (Policy G014, Role and Authorities of Board Chair and Vice-Chair), to all Board members and solicit Board Chair nominations, providing a date in which all nominations must be received.
   c. Upon nomination, the CEO or designate shall confirm with the Board member as to their ability and willingness to fulfill the role of Board Chair. The Board member must confirm that they wish to remain a nominee for the role of Board Chair.
   d. Once all nominations have been received and nominated members have confirmed their nomination status, the Chief Executive Officer or designate shall send an email with list of nominees to Board members prior to the meeting at which the election shall take place.
   e. At a regularly scheduled or special meeting of the Board, the CEO or designate shall administer the selection process of the Board Chair by secret ballot.
   f. Prior to the ballot, all standing nominees shall be provided an opportunity of no more than five minutes to address the Board.
Policy G010
Selection of Board Chair or Interim Board Chair, Board Vice Chair and Board Chair Review

Policy G010
Selection of Board Chair or Interim Board Chair, Board Vice Chair and Board Chair Review

2. TERM
   a. An elected Board Chair shall remain in position until after the:
      i. Next municipal election and until such time the Board has elected a new Board Chair;
      ii. The Board Chair resigns;
      iii. The Board elects a new Board Chair; or
      iv. An Interim Chair is appointed through Ministerial Order.
   b. The Board shall review the term of the Chair after two (2) years of service prior to re-confirming the Chair’s appointment.

3. BOARD CHAIR REVIEW
   a. The Board Chair must provide written expression of interest to the Board of their desire to stay serving as Board Chair.
   b. The CEO will recommend a process and date for the Board Chair Review, for review by the Executive Committee and for approval by the Board.
   c. The CEO will circulate the Role and Authorities of the Board Chair and Vice-Chair (Policy G014, Role and Authorities of Board Chair and Vice-Chair), to all Board members.
   d. At a regularly scheduled or special meeting of the Board, the CEO will administer the Board Chair review process by secret ballot.
   e. Prior to the ballot, the Board Chair will be provided an opportunity of no more than five minutes to address the Board.
   f. The Board Chair will hand over Chair duties to the Board Vice Chair for the purpose of the vote.
   g. The Board Chair will be excused from the Board Chair Review vote, and the Board Chair’s municipally designated alternate will fill the role of the Board Chair’s municipality for the Board Chair Review vote.
h. Each Board member receives one vote; the review of the Board Chair requires a simple majority vote (fifty (50) percent plus one of total membership).
i. If the Board Chair review process determines a new Board Chair is to be selected, the Board will follow the process as outlined in this policy in Part A, Section 1.
j. After a Board Chair Review, the Board Chair will remain in position until after the Board elects a new Board Chair.

Part B – Selection of an Interim Chair for the Board

Eight months prior to each municipal election, the CEO or designate shall recommend a process to the Executive Committee to facilitate a decision by the Board as to whether they wish to continue with a Board elected Chair or recommend an Interim Chair to the Province.

1. Should the Board determine that an Interim Board Chair is in their best interests, the following steps shall occur:
   a. The Board shall assign an Interim Board Chair Selection Task Force to facilitate the recruitment process.
   b. The CEO or designate shall formally advise of the Province of the Board’s decision.
   c. The CEO or designate shall support the Interim Board Chair Selection Task Force in selecting a recruitment process and vendor.
   d. In consultation with the Board, the Board Chair Selection Task Force shall recommend candidate(s) for the Board’s consideration.
   e. The Interim Board Chair shall be appointed once the Board has made a decision and made a motion to that effect.

2. Annual Performance Review
   a. Each year, after consulting the Province, the CEO or designate shall recommend a process to the Executive Committee to assist the Board in conducting an annual performance review of the Interim Board Chair.
   b. The Executive Committee shall bring forward their recommendation to the Board for approval.

3. Term
   a. An Interim Board Chair shall remain in position until after the:
   b. Ministerial Order expires or is rescinded;
   c. The Interim Board Chair resigns; or
   d. A Board Chair has been elected by the membership.

Part C – Selection of the Vice-Chair for the Board

1. The Board Vice-Chair may only be filled by a member who fills the role of Board Member
2. The Board Vice-Chair shall not be filled by an alternate position
3. The following member positons will fill the role of Board Vice-Chair, in the following order. In the event that the first member position is unavailable for Board Vice-Chair it will be filled by the second position. If the second position is unavailable, the Board Vice Chair will be filled by the third position, and so on;
   a. Chair of the Executive Committee
b. Chair Audit & Finance Committee
4. In the event that the Chair or Vice-Chair is not available the CEO shall seek a voluntary interim Chair for Emergent needs.
5. At no time shall any municipality have more than one vote.

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<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 28, 2015</td>
<td>Revised</td>
<td>Added Board Chair Review process</td>
</tr>
<tr>
<td>June 17, 2015</td>
<td>Revised</td>
<td>Amended with input from Governance, Priorities and Finance Committee</td>
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<tr>
<td>July 20, 2015</td>
<td>Revised</td>
<td>Cleaned up Part C – Selection of Vice Chair for the Board</td>
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<td>August 13, 2015</td>
<td>Approved</td>
<td>Approved with amendments</td>
</tr>
<tr>
<td>August 20, 2015</td>
<td>Revised</td>
<td>Incorporated Board amendments</td>
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<tr>
<td>August 30, 2016</td>
<td>Amended</td>
<td>Clarified role of Board Chair after Board Chair Review</td>
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<tr>
<td>October 13, 2016</td>
<td>Approved</td>
<td>Board approved</td>
</tr>
<tr>
<td>October 31, 2017</td>
<td>Amend</td>
<td>Non-substantive changes to ensure compliance with the new MGA, Regulation, Growth Plan, and approved Board Governance Structure</td>
</tr>
</tbody>
</table>
CEO Performance Contribution Agreement

Background

At the April 11, 2019 Board meeting, the Board Chair advised Board Members that work with the Executive Committee and the CEO would be undertaken to develop and bring forward a CEO evaluation process.

On May 9, 2019, the Executive Committee reviewed and endorsed the 2019-2020 Performance and Leadership Guide, which was subsequently approved by the Board at the June 13, 2019 Board Meeting.

As per the next steps agreed at the June 13, 2019 Board meeting, the 2019-2020 CEO Contribution Agreement was reviewed by the Executive Committee on September 20, 2019 in camera.

The CEO Performance Contribution Agreement is now presented to the Board for approval.

Attachments

2. Performance Contribution Agreement Template
**Introduction:**
This CEO Performance Evaluation guide is to be used to assess the CEO performance for the evaluation year.

The annual assessment will be conducted based on Leadership Competency Questionnaire results, Contribution Agreement results and, Contingent Priorities and Qualitative Assessment by the Board.

**Procedure:**

1. The Chair of the Board will distribute a Leadership Competency and Performance Evaluation questionnaire to Board members, and all direct reports of the CEO. The results will be complied on an anonymous basis.

2. The Chair of the Board obtains from the CEO the completed evaluation guide which includes:
   - Results of Leadership Competencies (as provided by the Board Chair)
   - Institutional results as outlined in the Contribution Agreement
   - Contingent Priorities

3. At an in-camera meeting of the Executive Committee, the CEO will provide a summary of his/her achievements and the Executive Committee shall review all results as contained in the evaluation guide and provide initial feedback to the CEO.

4. The Chair prepares a composite report including feedback from the Executive Committee for submission to the Board of Governors for approval.

5. Final feedback is provided by the Board at an in-camera session of a Board meeting.
**Assessment Components**

1) **Leadership Competencies:**

Leadership competencies comprise **20%** of the evaluation of the CEO. Survey participants will be asked to rate and comment on the following competencies.

**Strategic Leadership:** Acts in the best interests of the corporation, its employees, and stakeholders. Establishes clear vision and direction for organization. Takes accountability for decisions and results. Demonstrates the leadership, initiative and persistence needed to accomplish goals.

**Strategic Vision & Innovation:** Crafts and continually refines the organization’s strategic vision in partnership with the Board taking into account the changing market, industry, and economic trends and in the best interests of all stakeholders. Shows curiosity, innovation and calculated risk taking to inspire and lead change.

**Strategic Planning:** Develops comprehensive, creative and realistic short and long range plans in pursuit of the EMRB’s objectives. Applies strategic insights, and organization-wide perspective and forward thinking.

**Ethics, Integrity, Judgement & Cultural Sensitivity:** Works within, and exemplifies, high standards of ethical conduct. Affirms the unique contributions of all persons recognizing their diverse backgrounds and varying needs. Invests in developing self, individuals, teams and our culture of excellence.

**Succession Planning and Talent Management:** Develops a succession and talent development plan to ensure the Board has the required bench strength to meet current and future needs; develops and addresses growth opportunities for the senior team and maintains a succession plan for the CEO office.

**Business Acumen and Knowledge:** Maintains a broad-based understanding of key business fundamentals. Understands and applies economic and system drivers to decision analysis and problem solving.

**Board Relations:** Has a productive working relationship with the Board, seeking their counsel and keeping them informed of external and internal developments as needed.

**Stakeholder Relations:** Engages, collaborates, and builds strong relationships with employees, municipal partners, business, government and other stakeholders.

2) **Contribution Agreement and Scorecard:**

The CEO creates a Contribution Agreement that is approved by the Executive Committee. The core work of the President & CEO is guided by this document and is reported on quarterly and at the end of the evaluation year.

The Contribution Agreement comprise **50 - 70%** of the overall evaluation.
The Contribution Agreement is based on the priorities of the Strategic Plan. In addition, the agreement shall be considerate of:

- Strategy and Execution
- Stakeholder Relations and Brand
- Risk Management and Budget
- People

The Contribution Agreement and outcomes and metrics shall be brought forward for review to the Executive Committee and receive approval by the Board prior to or at the beginning of the evaluation period.

3) **Contingent Priorities and Qualitative Assessment by the Board:**

The third component of the evaluation of the CEO is the assessment of contingent priorities. Contingent priorities may arise as a result of funder imperatives, a shifting economic or political environment and/or budget shifts. This component of the assessment comprises 10 - 30% of the overall evaluation. The CEO shall make the Board aware of contingent priorities as they emerge during the year.

The CEO shall provide an assessment of the results of the:

1) Contingent Priorities
2) Funder imperatives
3) Budget shifts

The Board shall respond to the following questions for the Qualitative Assessment:

4) What aspects of the CEO’s leadership do you most appreciate?
5) What were the CEO’s most significant results over the past year?
6) What was the CEO’s most significant challenge over the past year and how did he/she handle/resolve the situation?
PERFORMANCE YEAR SCORECARD:

<table>
<thead>
<tr>
<th></th>
<th>Leadership Competencies (weight 20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Contribution Agreement Assessment (weight 50 - 70%)</td>
</tr>
<tr>
<td>3</td>
<td>Contingent Priorities &amp; Qualitative Assessment (weight 10 - 30%)</td>
</tr>
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</table>

TOTAL PERFORMANCE YEAR SCORE:

CEO Development Priorities:

Summary Comments and Future Priorities:

<table>
<thead>
<tr>
<th></th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>Board Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Chair</td>
<td></td>
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</table>
## Contribution Agreement – Karen Wichuk – April 1, 2019 – March 31, 2020

### STRATEGIC PRIORITY

<table>
<thead>
<tr>
<th>2019/20 GOALS</th>
<th>PERFORMANCE MEASURES</th>
<th>POINTS</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
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<tr>
<td>4</td>
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<table>
<thead>
<tr>
<th>Base Points: 100</th>
<th>Bonus Points: 20</th>
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<tbody>
<tr>
<td>Total:</td>
<td></td>
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</tbody>
</table>

Karen Wichuk, CEO

Date

Approved:

Jodi Abbott, Chair

Date

---

EMRB Board Meeting

Agenda Package Oct. 10/19

Page 33 of 98
<table>
<thead>
<tr>
<th>Section</th>
<th>Definition of measure</th>
<th>Measure based on</th>
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<td>1.0</td>
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<td>2.0</td>
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<td>3.0</td>
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<tr>
<td>4.0</td>
<td>XXX</td>
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</tr>
</tbody>
</table>
Audit & Finance Committee

Thursday, September 12, 2019
1:30 p.m. – 3:30 p.m.
Edmonton Metropolitan Region Board Office
Capital Region Boardroom

Members:
Mayor Tanni Doblanko, Leduc County
(Chair)
Councillor Wes Brodhead, City of St. Albert
(Vice Chair)
Councillor Kathy Barnhart, City of Beaumont
Mayor Ray Ralph, Town of Devon
Councillor Michael Walters, City of Edmonton

Guests:
Gibby Davis, City of Edmonton
Trevor Duley, City of St. Albert
Avril McCalla, City of Edmonton
Julie Vizbar, Leduc County
Larissa Lindmark, Sturgeon County

EMRB Staff:
Karen Wichuk, CEO
Bryan Haggarty, Director, Strategic Initiatives and Operations
Debra Irving, Senior Project Manager
Charlene Chauvette, Office Manager
Agata Lewandowski, Executive Assistant
Raquel Chauvette, Administrative Assistant
Dan Rose, Senior Communications Advisor
Carol Moreno, Project Coordinator
1. Opening

1.1 Quorum

Quorum achieved; three of five voting members present.

1.2 Call to Order

Chair Doblanko calls the meeting to order at 1:31 p.m.

Councillor Barnhart arrives to the meeting at 1:32 p.m.

1.3 Chair Opening Remarks

Chair Doblanko informs Members that there has not yet been an opportunity to present the Quarter 1 Financial Report, stating that both Q1 and Q2 will be presented at today’s meeting. Chair Doblanko informs the Committee that the 2018-2019 Annual Report was tabled in the Legislature in July after endorsement and recommendation by the Committee and approval by the Board in June. Chair Doblanko shares news release of Board Chair Dr. Jodi L. Abbott’s new appointment of CEO and President of the University Hospital Foundation.

2. Approval of Agenda

Motion: That the Audit & Finance Committee approve the September 12, 2019 meeting agenda.

Moved by: Mayor Ralph

Accepted by: Chair

Decision: Carried unanimously

3. Approval of Minutes

Motion: That the Audit & Finance Committee approve the May 9, 2019 meeting minutes.

Moved by: Councillor Brodhead

Accepted by: Chair

Decision: Carried unanimously

4. Finance

4.1 Quarterly Financial Report

CEO Wichuk provides an overview of the Q1 and interim Q2 update to the Audit & Finance Committee.
4.2 Revised Draft 2019-2020 Budget

CEO Wichuk provides an overview of what has happened over the last few months with respect to the carryover of provincial grant funding, and walks members through what it means for the Budget going forward.

Motion: That the Audit & Finance Committee endorse and recommend the Revised Draft 2019-2020 Budget, as amended, to the Edmonton Metropolitan Region Board for approval.

Moved by: Mayor Ralph
Accepted by: Chair
Decision: Carried unanimously

5. CEO Update

CEO Wichuk shares progress on the corporate risk assessment and policy review, to be reviewed by Executive and Audit & Finance in November. CEO Wichuk lists a variety of engagement meetings including joint EMRB/Edmonton Global presentation to Capital Region Caucus, Board Chair and CEO meeting with Minister Madu and departmental officials from Municipal Affairs, upcoming meetings with additional Ministers/MLA’s, Chair/CEO presentation to Strathcona County Council, CEO presentation to University of Alberta Executive MBA class, and CEO attendance at presentation by Travis Toews, President of Treasury Board and Minister of Finance.

6. Next Meeting

- November 14, 2019, 1:30 p.m. – 3:30 p.m., EMRB Office

7. In Camera

There are no items for In Camera.

8. Adjournment

Motion: That the Audit & Finance Committee meeting of September 12, 2019 be adjourned at 3:18 p.m.

Moved by: Councillor Walters
Accepted by: Chair
Decision: Carried unanimously
Combined Quarterly Financial Report - Q1 and interim Q2 - 2019/20 Fiscal Year

REVENUE

As at September 30, 2019, revenue was as forecast, with the following understanding:

1. The anticipated receipt of outstanding municipal contributions.
   - As of this update, EMRB Administration has received all municipal contributions

2. A surplus of $610,532.13 previously identified in Budget 2019/20 – as approved by the Board on April 11, 2019 (B2019-15).

   - The Board was accordingly informed the total carry over identified from FY 2018/19 is $1,031,083, EMRB as requested the carry over from Municipal Affairs.

EXPENDITURES

As at September 30, 2019, expenditures are on track as we are mid-way through the fiscal year, with the following understanding:

- GIS- licensing typically occurs in the fourth quarter (March).
- Insurance – billed on the calendar year, typically receive invoice in January.
- Broadband RFP closed August 14, 2019, currently in negotiations.
- IRTMP RFP closed August 16, 2019, contract was awarded September 13, 2019.
- SISB RFP closed September 25, 2019, currently reviewing.

Attachments:
1. Quarterly Financial Report Q1
2. Quarterly Financial Report Q2
### 2019/20 Budget

**Quarterly Financial Report as of June 30, 2019**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget April 2019</th>
<th>Actual Q1 6/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOA Regular Grant</td>
<td>$2,000,000</td>
<td>$2,000,000</td>
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<tr>
<td>GOA ACP Internship program</td>
<td>$24,000</td>
<td>-</td>
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<td>Membership Contribution</td>
<td>$1,468,000</td>
<td>$561,023</td>
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<tr>
<td>Non-Committed Funds</td>
<td>$2,135,247</td>
<td>$2,135,247</td>
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<tr>
<td>Carry over/extension</td>
<td>-</td>
<td>$1,031,083</td>
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<tr>
<td>Deposit Interest</td>
<td>-</td>
<td>$17,060</td>
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<tr>
<td>Other Income</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$5,627,247</strong></td>
<td><strong>$5,744,413</strong></td>
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<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budget</th>
<th>Actual Q1</th>
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<tbody>
<tr>
<td><strong>Board and Committees</strong></td>
<td>$169,400</td>
<td>$25,685</td>
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<tr>
<td>Collaboration Events</td>
<td>$20,000</td>
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<tr>
<td>Honoraria</td>
<td>$32,400</td>
<td>$2,000</td>
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<tr>
<td>Travel</td>
<td>$12,000</td>
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<tr>
<td>Meetings</td>
<td>$25,000</td>
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<tr>
<td>Additional Meeting Support</td>
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<tr>
<td>Chair Retainer</td>
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<td>$15,073</td>
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</table>

| Administration                               | $2,604,182 | $568,402 |
| Salaries/Benefits                            | $1,953,387 | $450,782 |
| Office Lease/Utilities                       | $310,000  | $69,321  |
| Legal & Professional Fees                    | $55,000   | -         |
| Office Communications                        | $53,000   | $5,308    |
| Travel / Professional Development            | $38,000   | $2,868    |
| Office Supplies                              | $31,295   | $6,899    |
| Information Technology                       | $77,500   | $30,060   |
| GIS                                          | $20,000   | -         |
| DMS/ Record Management                       | $20,000   | $2,070    |
| Insurance                                    | $6,000    | -         |
| Meetings- Non Board/Committee                | $30,000   | $526      |
| Bank Charges and Interest                    | $2,000    | $567      |
| Other Expenses                               | $8,000    | -         |

| Capital and Other                            | $77,500   | $2,464    |
| Planning Intern                              | $50,000   | $2,464    |
| Office Furniture/Equipment                   | $27,500   | -         |

| Consulting Fees*                             | $2,175,858| $143,750  |
| REF                                          | $125,000  | $10,948   |
| Regional Projects                            | $2,050,858| $132,802  |

| **Total Expenditures**                        | **$5,026,940**| **$740,301** |
| **Unallocated Project Funds**                 | **$600,307**   |            |
| **Surplus (Deficit)**                         | **-$**         | **$5,004,112**|

*see breakdown on Page 2
### Consulting Fees

#### Regional Mandate

<table>
<thead>
<tr>
<th>Description</th>
<th>2019/20 Budget</th>
<th>Q1</th>
</tr>
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<tbody>
<tr>
<td>MRSP</td>
<td>$392,300</td>
<td>$43,265</td>
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<tr>
<td>Audited Financials/Annual Report</td>
<td>$38,500</td>
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<tr>
<td>Strategic Plan Preparation</td>
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<td>REF</td>
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<tr>
<td><strong>Total</strong></td>
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#### Growth Plan Implementation

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<thead>
<tr>
<th>Description</th>
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<th>Q1</th>
</tr>
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<tbody>
<tr>
<td>RAMP &amp; LESA</td>
<td>$497,030</td>
<td>$47,424</td>
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<tr>
<td>IRTMP Update</td>
<td>$135,290</td>
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<tr>
<td>Regional Energy Corridors Advocacy Strategy</td>
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<tr>
<td><strong>Total</strong></td>
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#### Growth Plan Administration

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<th>Description</th>
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<tbody>
<tr>
<td>Growth Plan Amendments/Updates</td>
<td>$25,000</td>
<td>$0</td>
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<tr>
<td>Toolkit/Education/Interpretation</td>
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<tr>
<td>KPI Dashboard</td>
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<td>$23,000</td>
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<tr>
<td>Monitoring &amp; Reporting</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$205,000</strong></td>
<td><strong>$23,000</strong></td>
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#### Strategic Plan Initiatives

<table>
<thead>
<tr>
<th>Description</th>
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<th>Q1</th>
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<tr>
<td>Shared Investment Shared Benefit</td>
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<td>Broadband</td>
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<td>KPI Targets for GP</td>
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<td>Board Development &amp; Strategic Planning</td>
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<tr>
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<td><strong>Total</strong></td>
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#### Operations

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<td>Board Stabilization Reserve</td>
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<td>Marketing &amp; Communications</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$160,000</strong></td>
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#### Total Regional Projects

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<tr>
<th>Description</th>
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<th>Q1</th>
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</thead>
<tbody>
<tr>
<td><strong>Total Regional Projects</strong></td>
<td><strong>$2,175,858</strong></td>
<td><strong>$143,750</strong></td>
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## 2019/20 Budget

### Quarterly Financial Report as of September 30, 2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget April 2019</th>
<th>Actual Q2 9/30/2019</th>
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*see breakdown on Page 2
## Consulting Fees

### Regional Mandate

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### Strategic Plan Initiatives

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### Operations

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### Total Regional Projects

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<td><strong>$379,026</strong></td>
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Revised 2019-2020 Budget

**Recommended Motion:** That the Edmonton Metropolitan Region Board approve the Revised 2019-2020 Budget.

**Background**

A revised budget for 2019/2020 was presented to the Board for approval on April 11, 2019 and identified a surplus of $610,532.13 (B2019-15).

Subsequent to the presentation of the revised budget, the results of the independent auditor’s report and amended 2018-2019 Financial Statements required a prior period adjustment and restatement of Budget 2018/19. The audit report and findings, including the identification of a total carryover of $1,031,083 was approved by the Board on June 13, 2019 (B2019-23).

The carryover of any Government of Alberta (GoA) Conditional Grant Agreement (CGA) funding requires the approval of Municipal Affairs; therefore, EMRB Administration sought to obtain an amendment to the CGA seeking a time extension to allow for the expenditure of carryover funds within FY 2019/20.

EMRB Administration sent a letter to Meryl Whittaker, Deputy Minister of Municipal Affairs, requesting departmental approval on behalf of the Minister, to carryover the amount of $1.03M to the subsequent grant period of April 1, 2019 to March 31, 2020.

The letter to the department included the requisite amendment application, supporting rationale, expenditure plans, project schedules, progress monitoring, and mitigation strategies.

In accordance with the request for approval from EMRB Administration, on August 29, 2019 Municipal Affairs prepared and sent EMRB Administration an amending conditional grant agreement for a time extension from April 1, 2019 to March 31, 2020 to complete the 2018/19 Core Operating Expenses project, funded by the 2017/18 Alberta Community Partnership.

On August 30, 2019, the amending conditional grant agreement was signed by the EMRB CEO and returned to the department for the signature of the Deputy Minister.
On September 12, 2019, the Revised Budget was reviewed by the Audit & Finance Committee. The CEO provided an explanation of the in-year budget adjustments, notably the increase to the Integrated Regional Transportation Master Plan (see attachment 1).

**Budget Adjustment Summary**

Given the adjustment in revenue of $1,031,083, EMRB Administration has therefore made the following budgetary adjustments in anticipation of carryover approval from Municipal Affairs:

- Non-Committed deferred revenue is revised from $2,145,471.77 to $2,135,247.00 to reflect the actual amount after the completion of the 2018/19 Audit.

- Upon GoA approval, the carryover grant extension of $1,031,083.00 will increase total revenue from $5,637,471.77 to $6,655,830.00 (includes a minor $2500 reduction in GoA Planning Intern Grant expenditure).

- Professional fees are increased from $55,000.00 to $95,000.00 for the completion of the Corporate Risk Profile and Board Policy Review.

- Professional development is increased from $38,000.00 to $56,500.00 to complete the Institute of Corporate Directors program.

- MRSP is increased from $392,300.00 to $404,200.00 for additional meeting expenses.

- RAMP & LESA are reduced from $497,030.00 to $472,930.00 due to a deferral of $24,100.00 to 2020/21 Budget in anticipation of project completion in June 2020.

- IRTMP is increased from $135,290.00 to $350,000.00 due to an adjustment of the workplan to include prioritization work in 2019/20.

- RECAS is now $150,000.00 for 2019/20 and a residual of $18,520.00 (2020/21) due to an adjustment of the workplan as the majority of the work will be completed in FYI 2019/20. Prior budget representation distributed $75K for each FY 2019/20 and 2020/21.

- SISB is increased from $237,338.00 to $250,000.00 due to an adjustment of the workplan resulting in increased costs for additional consulting services and meetings.
Audit & Finance Committee
Recommendation to the
Edmonton Metropolitan Region Board

October 10, 2019

- Broadband is increased from $150,400.00 to $208,520.00 due to an adjustment to the workplan resulting in increased costs for additional consulting services.

- Marketing and Communications is increased from $60,000.00 to $120,000.00 for development of the Integrated Communication and Engagement Strategy, and additional communication needs.

Adjustment in **Total Revenue** of $1,018,358.23
- Increase from $5,637,471.77 to $6,655,830.00

Adjustment in **Total Expenditures** of $466,792.00
- Increase from $5,026,939.64 to $5,493,731.64

**Next Steps**

EMRB is presently awaiting the signature of the Deputy Minister and final approval of the extension in early October.

Final approval of the amending conditional grant agreement will require that EMRB must expend any carryover funds before the extension period ending March 31, 2020.

EMRB has therefore reviewed and revised expenditure plans as reflected in the Revised 2019/2020 budget (see attachment 2) to ensure the carryover of GoA grant funding is fully expended.

Board decision regarding Audit & Finance Committee recommendation to approve the Revised 2018-2019 Budget.

**Attachments:**

1. IRTMP Initiative Update
2. Revised Draft 2019-2020 Budget
IRTMP Initiative Update

Background

The Edmonton Metropolitan Region Board Regulation (189/2017) mandates the EMRB to prepare comprehensive, integrated regional land use plans, including:

- the development and location of infrastructure;
- policies regarding the planning for corridors for transportation; and,  
- policies regarding the coordination of infrastructure and planning and development among the participating municipalities.

The Executive Committee reviewed the Integrated Regional Transportation Master Plan (IRTMP) Project Charter at the May 2019 meeting and requested an amendment to the 2020 Regional Transportation Prioritization process to better reflect Growth Plan policies and proceed in the direction of the approach to methodology and criteria that will be used in the 2021 report.

While the amendment to the Project Charter proceeded, the budgetary impacts were not quantified at that time. The Board subsequently approved the amended Project Charter at the June 13, 2019 meeting.

Following Board approval of the Project Charter, EMRB Administration was provided with new information by Alberta Transportation (AT) that indicated the Edmonton Regional Transportation Model (RTM) is substantially out of date and requires significant modelling work be performed onsite at the AT-Twin Atria location to update the model.

This represents a significant and unanticipated change in the project scope of work. EMRB Administration continues to explore solutions to reduce costs going forward and remains in ongoing discussion with Alberta Transportation to better scope the modelling issues.

Budgetary Impact

Modelling based on current data is essential to test and validate the various policy implications of the IRTMP. This will ensure policy decisions are evidence based and founded on credible and up to date information; therefore, proceeding with the IRTMP project requires that the project also support and fund the onsite modelling, which would require additional complex technical work on the part of the consultant team. It is important to note that AT initially requested modelling resources for the duration of the project; the proposed resourcing represents a negotiated compromise in consultant time and associated expenditures.
In collaboratively refining the IRTMP Work Plan with the preferred consultant, the modelling team also identified that elements of the Regional Transportation Priorities work initially planned for 2020-21 would need to be completed in the 2019-20 Fiscal Year (FY) in support of the amended 2020 Regional Transportation Priorities process and methodology, resulting in front-loading the consultant effort for the initiative with multiple deliverables running concurrently.

While the movement of elements of the Regional Transportation Priorities work will increase IRTMP expenditures in FY 2019-20, there may be a corresponding reduction in effort and expenditures anticipated in FY 2020-21. This will be determined once the Regional Transportation Priorities are re-examined at the end of the project.

Due to the time sensitivity for IRTMP deliverables, EMRB Administration entered into a limited contract with the consultant team to complete the Environmental Scan and provide an assessment of the scope of work for RTM upgrades. The Working Group kick-off occurred on September 27, 2019.

**Summary**

The additional modelling requirements to bring the Edmonton RTM up to date in 2019, and the adjustment to the IRTMP Work Plan to prepare for the 2020 Regional Transportation Prioritization process, requires an in-year budget adjustment increase of $214,710.00.

The total adjusted FY 2019-20 budget for the IRTMP initiative is therefore increased from $135,290.00 to $350,000.00. The budget adjustment increase for the IRTMP initiative received endorsement at the September 12, 2019 meeting of the Audit & Finance Committee. The budget adjustment was also presented to Executive Committee as information on September 20, 2019.

**Next Steps**

1. If the budget adjustment is approved by the Board, EMRB Administration will enter into a contract to produce the remaining deliverables as approved in the Project Charter.

2. EMRB Administration will monitor anticipated expenditure reductions to the FY 2020-21 notional budget forecast as a result of revisions to the IRTMP Work Plan – Regional Transportation Priorities.

3. Regular IRTMP initiative expenditure and activity updates will be provided to the Audit & Finance Committee.

4. The IRTMP Task Force kick-off meeting is scheduled for October 24, 2019.
### Revised EMRB Budget 2019/20 thru 2021/22

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<td>Accumulate Surplus End of Year</td>
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**Budget Notes**

1. Non-Committed Deferred Revenue- Actual amount after completion of 2018/19 audit
2. Professional Fees- Legal/Advisory - Increase of $40,000 to complete Corporate Risk and Board Policy Review
3. Travel/Professional Development- Increase of $18,500 to complete Institute of Corporate Directors
4. MRSP- Increase of $11,900 due to adjustment of the Work Plan resulting in additional costs (Meetings)
5. RAMP & LESA- Deferral of $24,100 to 2020/21 in anticipation of project completion in June 2020
6. IRTMP Update - Increase of $272,795 due to adjustment of the Work Plan to include prioritization work in 2019/20
7. RECAS- now represented as $150,000 for 2019/20 and a residual of $18,520 (2020/21) due to an adjustment of the workplan. Prior budget representation distributed $75,000 for each fiscal year 2019/20 and 2020/21
8. Shared Investment Shared Benefit - Increase of $12,662 due to adjustment of the Work Plan resulting in additional costs (Consulting)
9. Broadband - Increase of $58,120 due to adjustment of Work Plan resulting in additional costs (Consulting)
10. Marketing & Communications - Increase of $60,000 for Integrated Communications & Outreach and Engagement Strategy
Metropolitan Region Servicing Plan Task Force

Friday, July 12, 2019
1:00 p.m. – 4:00 p.m.
Strathcona County Community Centre, Meeting Room 2
401 Festival Lane, Sherwood Park, AB

Task Force Members:
Ray Ralph, Town of Devon (Chair)
Gale Katchur, City of Fort Saskatchewan (Alternate)
Michael Walters, City of Edmonton (Alternate)
Tanni Doblanke, Leduc County
William Choy, Town of Stony Plain
Dave Anderson, Strathcona County

Regrets:
Ray Watkins, City of St. Albert

Advisory Group Members:
Eleanor Mohammed, City of Beaumont
Paresh Dhariya, Town of Devon
Barry Belcourt, City of Edmonton
Richard Gagnon, City of Fort Saskatchewan
Shawn Olson, City of Leduc
Brad White, Town of Morinville
Trevor Duley, City of St. Albert
Kevin Glebe, Strathcona County
Travis Peter, Sturgeon County

Technical Working Group Members:
Rob Squire, City of Edmonton
Leo Girard, Parkland County

EMRB Staff:
Karen Wichuk, CEO
Sharon Shuya, Director of Regional Growth Planning
Barry Huybens, MRSP Project Manager
Dan Rose, Senior Communications Advisor
Brandt Denham, GIS Coordinator
Carol Moreno, Project Coordinator

Guests:
Teaka Broughm, City of Beaumont
John Stewart, City of Beaumont
Gibby Davis, City of Edmonton
David Hales, City of Edmonton
Greg Hofmann, City of Edmonton
Avril McCalla, City of Edmonton
Blaire McCalla, City of Edmonton
Michelle Kane, City of Leduc
Kelly Vandenbergh, Leduc County
Julie Vizbar, Leduc County
Stephane Labonne, Town of Morinville
Brian Botterill, Strathcona County
Robert Stephenson, Strathcona County
Jennifer Lavallée, Sturgeon County
Peter Reeson, UDI
1. Opening

1.1 Quorum

Quorum achieved; 6 of 7 voting members present.

1.2 Call to Order

Chair Ralph called the meeting to order at 1:05 p.m.

1.3 Chair Opening Remarks

Chair Ralph welcomed members of the Task Force and regional stakeholders. Opening remarks provided a summary of the progress to date towards the inaugural MRSP and emphasized the importance of a metropolitan mindset moving forward.

2. Approval of Agenda

MRSP19-12 Motion: That the Metropolitan Region Servicing Plan Task Force approve the July 12, 2019 meeting agenda.
Moved by: Mayor Choy
Accepted by: Chair
Decision: Carried unanimously

3. Approval of Minutes

MRSP19-13 Motion: That the Metropolitan Region Servicing Plan Task Force approve the May 24, 2019 meeting minutes.
Moved by: Mayor Katchur
Accepted by: Chair
Decision: Carried unanimously

4. Plan of Action for Collaboratives

Mr. Huybens thanked Strathcona County for offering the wonderful meeting facilities and Ms. Moreno, EMRB Project Coordinator, for her coordination of MRSP activities. Mr. Huybens provided the Task Force with an update on the project schedule, scope, and budget. An extension request may be advisable to ensure the Board is able to fully consider a draft and any final MRSP. A schedule extension would not negatively impact the MRSP project budget.

Mr. Huybens reviewed the intended level of detail to be included in the inaugural MRSP. A concern was expressed about the statement that the MRSP will not include at this time “a description of specific metropolitan service efficiencies”. The project team will review this concern along with the implications of policy within the MRSP.
Mr. Huybens reviewed the Task Force unanimous endorsement of the MRSP Principles and the four Collaborative concepts. In addition, the Board’s endorsement for the overall direction of the MRSP Principles and four Collaborative concepts was confirmed.

Councillor Walters stepped out of the meeting at 1:30 p.m. and returned at 1:35 p.m.

Mr. Huybens provided an update on progress towards Emergency Management in the MRSP and shared the intended plan to stand up an Emergency Management Technical Working Group. The MRSP Environmental Scan did not specifically address Emergency Management, however the Task Force included this within the service areas.

Next steps were discussed to include a draft MRSP and will be the focus of the next Task Force meeting.

Mr. Huybens facilitated the Task Force through the draft Plans of Action for each Collaborative. Guidance from the Technical Working Groups and the Advisory Group proposed that the Collaboratives be comprised of Subject Matter Experts for each service area. Collaboratives could meet four to six times per year for discussion and information-sharing. Not all of the Collaboratives would necessarily conduct their activities at the same time or at the same pace. Each Collaborative will endeavour to be inclusive of key regional stakeholders, especially non-EMRB municipalities. Mr. Huybens commented that existing organizations would be invited to participate in each Collaborative, where and when appropriate, to reduce potential duplication of effort.

Mr. Girard described a meeting with the Edmonton Region Waste Advisory Committee (ERWAC) as very positive and encouraging of the proposed collaborative approach. Task Force members expressed a concern about duplication of work between the proposed Collaboratives and existing organizations, e.g., ERWAC or North Saskatchewan Watershed Alliance.

The Task Force discussed the possible configurations of an MRSP “X” entity to vet recommendations for further work from the Collaboratives and provide an integrated view of metropolitan servicing for the Region. Task Force members shared concerns about the capacity of municipalities and EMRB Administration to resource all four Collaboratives at the same time. CEO Wichuk advised the Task Force projects identified by the Collaboratives would need to be considered by the Board along with existing strategic initiatives underway and available resources.

In reviewing the Plan of Action for a Stormwater Collaborative, Mr. Olson addressed a question around existing design standards and the need for further work at a regional level. He shared that major rainfall event plans are currently based on outdated data and that presenting a consistent approach across the Region, especially as the development community may express concerns to updated standards, would be of great value. The Task Force expressed that the list of actions for Stormwater is too urbanized, suggesting it should better integrate natural assets and subdivision standards.

Break from 2:35 p.m. to 2:53 p.m.
5. Implementation of Collaboratives

Mr. Huybens facilitated the Task Force in a review of the draft Terms of Reference using Solid Waste as an example. The Task Force discussed a variety of considerations for possible mandatory participation but did not reach consensus.

Members discussed the broader implications of the MRSP, its proposed Collaboratives, and the overall direction of EMRB’s portfolio of projects. Debate ensued around requiring more detailed, project-level information in order to better comprehend the implementation considerations prior to Board approval or whether it would be premature to estimate resource allocation and timelines prior to having the Collaboratives meet and develop their plans.

6. Next Steps

Based on the feedback from this meeting, Mr. Huybens indicated the Advisory Group would be engaged to address the Task Force input and direction including a quantitative and qualitative resource allocation, schedule, and budget implication for the Solid Waste Collaborative foundation elements of the Plan of Action.

Chair Ralph invited each member to comment on the proposed focus of next MRSP steps and established Task Force consensus. Mr. Huybens confirmed the Task Force’s explicit direction not to stand up the Emergency Management Technical Working Group at this time.

Chair Ralph emphasized that the Task Force should not lose sight of the other service areas as the inaugural MRSP should include all eight service areas and take into consideration the valuable work completed to date.

7. Next Meeting

MRSP Task Force
September 6, 2019, 9:00 a.m. – 12:00 p.m.
La Cité Francophone, Hall Jean-Louis Dentinger
8627 Rue Marie-Anne Gaboury NW, Edmonton, AB

8. Adjournment

Chair Ralph declared the meeting adjourned at 3:58 p.m.

Task Force Chair, Ray Ralph
Extension Request to Government of Alberta

**Recommended Motion:** That the Edmonton Metropolitan Region Board seek a 6-month extension from the Government of Alberta to bring the final *MRSP Report* to the Task Force, Board, and consult member municipalities in the completion of the inaugural MRSP.

**Background**

Edmonton Metropolitan Region Board Regulation 189/2017, enacted October 26, 2017, requires that:

1. The Board shall, within 2 years from the coming into force of this Regulation, prepare a Metropolitan Region Servicing Plan for the Edmonton Metropolitan Region and file a copy with the Minister
2. “The Board shall review the Servicing Plan every 5 years”.

- The EMRB Regulation therefore requires the EMRB MRSP be submitted to the Province before October 26, 2019.

In February 2018, the EMRB established the Metropolitan Region Servicing Plan (MRSP) Task Force and a comprehensive Environmental Scan was completed for seven service areas – Water, Wastewater, Storm Water, Transportation Roads/Transit, Solid Waste and Emergency Services (Fire). The Board received the Environmental Scan on February 14, 2019.

The Task Force endorsed that further work be completed on three service areas to establish the regional context for Emergency Services (Fire), Solid Waste, and Storm Water, in support of implementation of the Growth Plan. Through this work, a fourth service area, Emergency Management, was also identified to be of regional significance and included. The Task Force also recommended forming four Regional Collaboratives to work towards achieving a common baseline of data and information to inform the development of a MRSP.

On June 13, 2019, the Board approved the overall direction and the concept of forming the four Collaboratives recommended by the Task Force. The draft inaugural MRSP will therefore address eight service areas in terms of both the current state, and future opportunities for regional collaboration.

On September 6, 2019, the Task Force discussed the need and importance of adequately socializing the inaugural MRSP with EMRB Members prior to submission to the Province.
The Task Force also provided feedback regarding presentations to municipal councils. Options in this regard included offering the final *MRSP Report* for information or providing a draft report for input. The Task Force supported the option to provide the finished product, and then direct any feedback and comments received to EMRB Administration and the Task Force. This would further inform the initial work of the Collaboratives and ensure timely delivery of the inaugural MRSP to Municipal Affairs.

The Task Force also requested EMRB Administration consider the implications of not receiving an extension from the Province. EMRB Administration therefore engaged in discussion of the MRSP with Municipal Affairs on two occasions, and provided a positive update regarding the inaugural MRSP. Municipal Affairs is supportive of the work and progress made with the MRSP and has expressed a willingness to consider an extension.

Work is underway to complete the draft inaugural MRSP for review and comment by the Task Force on November 6, 2019 followed by a recommendation to the Board on December 12, 2019. An extension from Municipal Affairs will provide the opportunity for further consideration of the MRSP by the Task Force, Board and EMRB municipal members.

While the request for an extension is recommended by the Task Force, a back up or secondary option has been considered, should the request for an extension be denied by the Province. The secondary option is to submit the draft inaugural *MRSP Report* to the Province following a review and endorsement by the Task Force and Board, and to communicate our intention to continue with the municipal consultations due to the strategic importance of this work to municipalities.

The final *MRSP Report*, inclusive of feedback from the member municipal councils would then be submitted to Municipal Affairs within a 3- 6-month timeframe. To accomplish this, the draft *MRSP Report* would be circulated via email with specific deadlines for comment and feedback. There is no additional budget implication for the secondary option as the project would be completed using internal EMRB Administration resources.

**Request for Decision**

On September 6, 2019, the MRSP Task Force unanimously supported a motion stating:

> “That the Metropolitan Region Servicing Plan Task Force recommend the Board seek a 6-month extension from the Government of Alberta for the completion of the inaugural MRSP in accordance with the EMRB Regulation”

This will allow for socializing the Metropolitan Region Servicing Plan and for feedback from member councils.
Attachment:

1. Metropolitan Region Servicing Plan September 6, 2019 minutes.
Metropolitan Region Servicing Plan Task Force

Friday, September 6, 2019
9:00 a.m. – 12:00 p.m.
La Cité Francophone, Hall Jean-Louis Dentinger
8627 Rue Marie-Anne Gaboury NW, Edmonton, AB

Task Force Members:
Ray Ralph, Town of Devon (Chair)
Gordon Harris, City of Fort Saskatchewan
Don Iveson, City of Edmonton
Tanni Doblanko, Leduc County
Ray Watkins, City of St. Albert
William Choy, Town of Stony Plain
Dave Anderson, Strathcona County

Advisory Group Members:
Kendra Raymond, City of Beaumont
Paresh Dhariya, Town of Devon
Shawn Olson, City of Leduc
Grant Bain, Leduc County
Brad White, Town of Morinville
Corey Levasseur, City of Spruce Grove

Technical Working Group Members:
Michael Labrecque, City of Edmonton
Leo Girard, Parkland County

EMRB Staff:
Karen Wichuk, CEO
Sharon Shuya, Director of Regional Growth Planning
Barry Huybens, MRSP Senior Project Manager
Bryan Haggarty, Director of Strategic Initiatives and Operations
Dan Rose, Senior Communications Advisor
Carol Moreno, Project Coordinator

Guests:
Joseana Lara, Town of Devon
David Hales, City of Edmonton
Greg Hofmann, City of Edmonton
Avril McCalla, City of Edmonton
Brian McCosh, City of Edmonton
Grant Schaffer, City of Fort Saskatchewan
Brandy Kelly, City of Leduc
Rod Shaigec, Parkland County
Kevin Cole, Strathcona County
Nancy Lyzaniwski, Strathcona County
Natasha De Sandi, Sturgeon County
Dale Beesley, Government of Alberta
Julie Edney, Interested Public
Brandi Thorne, CSU 52
1. Opening

1.1 Quorum

Quorum achieved; 6 of 7 voting members present.

1.2 Call to Order

Chair Ralph called the meeting to order at 9:03 a.m.

1.3 Chair Opening Remarks

Chair Ralph welcomed members of the Task Force and regional stakeholders. Opening remarks included hopes that the MRSP would be substantive, focused and clear in the discussion of MRSP implementation. The Chair also commented that regional cooperation towards efficiency and effectiveness are extremely relevant in light of the Government of Alberta’s receipt of the MacKinnon Report.

Sharon Shuya, Director of Regional Growth Planning, was introduced as the facilitator for this meeting. Ms. Shuya summarized the meeting outcomes, highlighted that ADM Dale Beesley would offer some comments on behalf of the Province related to their expectations for the inaugural MRSP.

2. Approval of Agenda

Motion: That the Metropolitan Region Servicing Plan Task Force approve the September 6, 2019 meeting agenda.

Moved by: Councillor Anderson
Accepted by: Chair
Decision: Carried unanimously

3. Approval of Minutes

Motion: That the Metropolitan Region Servicing Plan Task Force approve the July 12, 2019 meeting minutes.

Moved by: Mayor Doblaneko
Accepted by: Chair
Decision: Carried unanimously

Mayor Choy joined the meeting at 9:12 a.m.

4. Review Task Force Meeting Outcomes from July 12, 2019

Ms. Shuya led the Task Force in an overview of direction provided at the previous meeting.
5. **Review Advisory Group Guidance from August 26, 2019**

Mr. Huybens summarized discussions from the previous Advisory Group meeting. Guidance offered by the Advisory Group included replacing “MRSP X” with “MRSP Standing Committee”, endorsing a staged approach to implementing all four Collaboratives, estimating resource implications related to the proposed MRSP implementation, strongly encouraging full participation in Collaboratives instead of mandatory participation, and highlighting the MRSP’s value proposition of improved efficiency and effectiveness for both the Region and individual municipalities. Members of the Advisory Group also offered their comments in support of these points and echoed the value of proceeding with all four Collaboratives.

6. **Resource Implications for MRSP**

Mr. Huybens outlined the current and estimated future resource implications related to executing the proposed MRSP. The Advisory Group recognized that, in addition to the time required by elected officials to attend meetings, municipal staff also contribute their time to reading materials, briefing and debriefing members, etc. and the expected level of effort, as is current, would likely vary by municipality and Collaboratives. Current municipal efforts toward regional and sub-regional collaboration (e.g., Task Force, ERWAC) could/should offset several areas of municipal efforts toward the Collaboratives and a MRSP Standing Committee.

Ms. Shuya pointed out that MRSP appears to be an example of SISB that requires thinking more broadly, more creatively. She clarified that the Task Force was comfortable with the analysis as presented.

7. **Prioritization for Collaboratives for MRSP**

Mr. Huybens emphasized to the Task Force that while the MRSP is a legislative requirement, there is the opportunity and enthusiasm to advance regional metropolitan servicing discussions such as Collaboratives. The proposed prioritization exercise was intended to align with the purpose and goals of the Edmonton Metropolitan Region Growth Plan as well as the EMRB Strategic Plan. Mr. Huybens underscored that getting the Collaboratives started will provide the critical foundation for regional knowledge and information-sharing.

*Break from 10:11 a.m. to 10:30 a.m.*

Ms. Shuya framed the prioritization exercise in the context of the desired future state for each of the four service areas, as presented in the July 12, 2019 Task Force meeting. The Task Force reviewed the proposed assessment factors and amended the list to include public safety as a separate factor. Results of the prioritization exercise indicated prioritization of Solid Waste with an aggregate score of 123, Emergency Management at 117, Fire/EMS at 114, and Stormwater at 100.
The Task Force commented that Climate Change considerations were not included in the assessment factors and likely resulted in a lower score for Stormwater. CEO Wichuk invited Mayor Shaigec to comment on the linkages to RAMP related to drought and loss of wetlands on the agricultural system. Mr. Huybens emphasized that all service areas have regional issues that require attention and that the prioritization scores affirm all the Collaboratives could be of value for an earlier implementation versus deferring.

Ms. Shuya facilitated a discussion on the need for staged implementation. The Task Force established consensus that EMRB Administration is well positioned to recommend implementation of all four Collaboratives, as appropriate, and present a workplan to the Task Force for endorsement.

Mr. Beesley thanked the Task Force and encouraged members to demonstrate their best efforts for this inaugural MRSP. The Government of Alberta is looking for agreement among all member municipalities. Mr. Beesley indicated that the current approach sounds good and the direction of this meeting’s discussion has been positive.

**Motion:** That the Metropolitan Region Servicing Plan Task Force direct EMRB Administration to develop the work plan for implementation of the Collaboratives for the inaugural MRSP to be provided by the next Task Force meeting.

**Moved by:** Mayor Choy
**Accepted by:** Chair
**Decision:** Carried unanimously

8. **Next Steps**

Ms. Shuya indicated that the Board will receive an update at its next meeting. A motion is proposed to request an extension to ensure the inaugural MRSP is adequately socialized prior to submission to the Province. The draft MRSP will be presented to the Task Force in November and the goal is to obtain Board approval in February.

The Task Force provided feedback regarding presentations to municipal councils. The Task Force supported a suggestion to offer the finished product and direct any comments to inform the initial work of the Collaboratives to ensure timely delivery of the inaugural MRSP. The Task Force encouraged EMRB Administration to consider the implications of not receiving an extension from the Province.

**Motion:** That the Metropolitan Region Servicing Plan Task Force recommend the Board seek a 6-month extension from the Government of Alberta for the completion of the inaugural MRSP in accordance with the EMRB Regulation.

**Moved by:** Councillor Harris
**Accepted by:** Chair
**Decision:** Carried unanimously
9. **Next Meeting**

   MRSP Task Force  
   November 21, 2019, 9:00 a.m. – 12:00 p.m.  
   La Cité Francophone, Hall Jean-Louis Dentinger  
   8627 Rue Marie-Anne Gaboury NW, Edmonton, AB

10. **Adjournment**

    Chair Ralph thanked all those who contributed to the progress to date and declared the meeting adjourned at 11:40 a.m.

    Task Force Chair, Ray Ralph
Regional Agriculture Master Plan Initiative Update

Background

Following the June 14, 2019 Regional Agricultural Master Plan (RAMP) Task Force meeting, the project team was directed to work further on developing RAMP policy, as informed by an initial agricultural boundary and an adapted and evolving planning framework.

Over the course of two months, the RAMP Working Group and Sub-Committee met on numerous occasions to continue to develop and evolve the RAMP policies. Through an iterative process consisting of vigorous research, analysis, and review, the Working Group concluded that rather than moving forward with a potentially divisive agricultural boundary, the identification of four Agricultural Policy Areas would best serve the diverse needs of the Region while serving to achieve the intended outcomes of RAMP.

The RAMP Task Force on August 16, 2019, to review progress on the Agricultural Policy Areas. A significant outcome from the meeting is the endorsement by the Task Force of the progress made and validation in proceeding with policy development. The unanimous approval of the Task Force represents a significant milestone in the RAMP initiative:

*That the RAMP Task Force endorse the four Policy Areas and the vision, intent, and policy directions for each to inform further work on policy development and mapping.*

Four Agricultural Policy Areas

A key intended outcome of the four Agricultural Policy Areas is to ensure the entire land base within the Region will have specific policy direction reflective of the guiding principles and vision of RAMP.

The Task Force participated in a detailed discussion and review of the approved Policy Area Framework and evaluated the definition, vision, intent, and policy directions for each policy area in detail and provided feedback for incorporation into the policies.

The four Agricultural Policy Areas endorsed by the Task Force are:

1. **General Agriculture** - Policy area where agriculture is the prevailing and the priority use. This comprises the majority of lands within the Region. All types, sizes and intensities of agricultural uses, and farm practices shall be promoted and protected.

2. **Other Areas** – Policy encompasses areas such as energy or mining areas, employment areas (e.g. Alberta’s Industrial Heartland), country residential areas and environmentally
significant areas. There is the presence of productive agricultural areas over the long term on lands that have other identified uses and/or constraints.

3. **Agriculture Inside the Metropolitan Area** - Existing within this policy area is an agricultural land base in close proximity to an urban setting that continues to be productive and managed under principles of good stewardship but may be used for growth and development over time.

4. **Urban Agriculture** – Policy area includes areas within urban municipalities and the built-up urban areas. A thriving urban agriculture environment will be expressed in multiple forms and supported by an engaged community.

**RAMP Engagement and Communications Update**

The Task Force was presented with an update to the Engagement Plan, which proposes three engagement phases; the first phase is to begin execution in Quarter 4 of 2019. Additionally, the Task Force received an update on a proposed Communications Strategy; this strategy will introduce new tools for Task Force and Board members including a Summary of Meetings and RAMP Key Messages.

**Next Steps**

1. As directed by the Task Force, the Working Group and Sub-Committee will continue to refine policy directions for the four endorsed Agricultural Policy Areas.

2. As directed by the Task Force, the Agricultural Policy Areas will serve to inform further work on mapping the policy areas and establishing the parameters to better define the characteristics for each of the policy areas. This work will be undertaken in collaboration with all member municipalities.

3. Refined Agricultural Policy Areas, policy direction, and a draft map will be the focus of the next Task Force meeting scheduled for October 28, 2019.

4. The Task Force continues to discuss the importance of agriculture as key to the economic development strategy of the Region; Malcolm Bruce, Edmonton Global CEO, has accepted EMRB’s invitation to join the RAMP Task Force.

5. Implementation of Engagement Phase 1 in Quarter 4 2019 will consist of EMRB presentations to all member councils, and four regional sessions to inform stakeholders.
The goal of these initial engagements will be to introduce EMRB and provide an overview of the strategic intent, vision, guiding principles, policy areas, and implementation schedule for RAMP.

EMRB Administration thanks all members of the Working Group, Working Group Subcommittee, and Task Force and greatly appreciates their steadfast commitment as champions of this initiative, acknowledging the significant amount of work that has contributed to RAMP’s continued progress.

Attachments

1. RAMP Evolving Key Messages
About RAMP

- RAMP represents our commitment – as a Region – to the importance of the long-term sustainability and economic prosperity of the agriculture sector AND the Region.

- Our objective is to ensure a stable supply of productive agricultural land for the future, while minimizing fragmentation and conversion of ag land, as well as advancing the economic diversification of the ag sector.

- The scale and complexity of this work is large. This will be the first time the Region has come together to develop an agriculture master plan. While other jurisdictions in BC and Ontario have taken steps in this area, we’re breaking new ground.

- RAMP represents one of the most significant opportunities for growth planning in the Region, and we have a Board that is committed to undertaking this work collaboratively. Progress to date has only reinforced the potential we have when we work together as a Region.

- We are planning for room to grow – and we’re on track to create the first collaborative regional agriculture master plan by spring 2020.

What RAMP isn’t

- RAMP is not about creating boundaries on a municipality’s need for growth, it’s about recognizing an opportunity to grow smarter and more efficiently, and recognizing the tremendous contribution that agriculture has made – and will continue to make – to our Region.

Why do we need RAMP?

- RAMP will create the tools needed to help municipalities balance the needs of growth between land development and the agriculture sector, directing new growth to areas where most needed.

- As we plan for another one million people to the Region, RAMP will position agriculture – and agricultural communities - for a prosperous and sustainable future.

Progress to date

- Currently, our work is focused on developing a consistent, regional policy framework giving consideration for areas where agriculture is the prevailing and priority use of the land, and areas on which agriculture is a secondary use. Those four key areas include: general agriculture areas, land under other uses (such as mining), agriculture areas that lie inside metropolitan areas that are currently used for agriculture that will likely be developed over time, and urban agriculture areas.

- Consultation is an important part of this work. As we progress, EMRB will engage the 13 municipal councils, as well as the public and key stakeholders to share their vision for the future of agriculture across the Region. Engagement is expected to begin later this fall and occur throughout the winter and early spring.

Value of Ag in the Region:

- Agriculture is Alberta’s second largest economic industry. The Region is home to some of the most productive and fertile ag lands in the Province. RAMP will help ensure we continue to be a provide high quality agriculture and agri-food products to markets around the globe.
RAMP MEETING SUMMARY

RAMP MEETING - Friday, August 16, 2019 - City Room, Edmonton City Hall

MEETING SUMMARY

- Review and discussion of the proposed policy areas framework identifying areas on which agriculture is either the prevailing and the priority use of the land, and areas on which agriculture is a secondary or emerging use.
- Determination of four key policy areas in scope for RAMP:
  - General agriculture areas (this policy area comprises the majority of lands in the EMR)
  - Land under other uses or special designation, such as mining or energy development;
  - Agriculture areas that lie inside metropolitan areas currently used for agriculture but that will likely be used for urban development over time; and
  - Urban agriculture areas where agriculture can take place.
- Conversation Highlights: need to engage Alberta Transportation about potential policy impacts to changes in highway classification; need to ensure Edmonton Global is plugged into RAMP to understand where market opportunities for producers may be.

SUMMARY OF KEY DECISIONS

- APPROVED – Agriculture Policy Area Framework
- APPROVED - Engagement Plan
- APPROVED – Motion to extend an invitation to Edmonton Global to participate in Task Force

NEXT STEPS

- Work identifying the Policy Areas Framework will inform the development of more specific policy related to each area. Working Groups will proceed to develop policy areas in relation to their applicability under the LESA tool.
- Public and stakeholder engagement to begin in late Fall with targeted engagement in municipalities, and among identified groups.
- Communications plan to be rolled out providing municipalities with greater tools to communicate.

ABOUT THE REGIONAL AGRICULTURE MASTER PLAN

- RAMP is the first major activity undertaken by EMRB following the approval of the Growth Plan.
- At the February 2018 Board Meeting, a seven-member Task Force was struck to oversee the development of RAMP and a Land Evaluation & Site Assessment (LESA) tool.
- The Board has allocated two years to complete this project, with an expected completion date of May 2020.
- The project has three key deliverables:
  - develop a regional agricultural profile of the region.
  - develop a Regional Ag Master Plan including strategies, policies and implementation plan, and KPI’s to measure the Agriculture Policy Objectives in the growth plan.
  - develop a land evaluation and site assessment tool to support consistent decision-making regarding land uses, by policy tier.
Regional Agriculture Master Plan Task Force

Friday, June 14, 2019
9:00 a.m. – 3:00 p.m.
Strathcona County – Spark Centre
2257 Premier Way – Sherwood Park, AB

Members:
Rod Shaigec, Parkland County (Chair)
Michael Walters, City of Edmonton (Vice Chair)
Kathy Barnhart, City of Beaumont
Tanni Doblanke, Leduc County
Alanna Hnatiw, Strurgeon County
Paul Smith, Strathcona County
Barry Turner, Town of Morinville

Technical Members:
Garett Broadbent, Leduc County
Darren Haarsma, Parkland County
Joel Gould, Strathcona County
John Knapp, Parkland County
Michael Klassen, Strurgeon County
Hani Quan, City of Edmonton
Karen Sundquist, Government of Alberta
Candace Vanin, Government of Canada

EMRB Staff:
Karen Wichuk, CEO
Sharon Shuya, Director, Regional Growth Planning
Bryan Haggarty, Director of Strategic Initiatives and Operations
Dan Rose, Senior Communications Advisor
Taylor Varro, Project Manager
Carol Moreno, Project Coordinator

Guests:
A. Azad, Town of Morinville
T.J. Auer, City of Fort Saskatchewan
Dr. Stanford Blade, University of Alberta
Teaka Broughm, City of Beaumont
Jordan Brown, City of Leduc
Malcolm Bruce, Edmonton Global
Leslie Chivers, Parkland County
Darrell Clarkson, Responsible Growth Strathcona County
Neal Comeau, Strurgeon County
Charleen Currie, City of Edmonton
Gibby Davis, City of Edmonton
Linton Delaineys, Strathcona County
Trevor Duley, City of St. Albert
Jordan Evans, Leduc County
Susan Evans, Strurgeon County
Lyndsay Francis, City of St. Albert
Ryan Hall, Strathcona County
Michelle Hay, City of Leduc
Larissa Hepp, Strurgeon County
Greg Hofmann, City of Edmonton
Laurie Johnson, Leduc County
Michelle Kane, City of Leduc
Brandy Kelly, City of Leduc
Jennifer Lavallée, Strurgeon County
Avril McCalla, City of Edmonton
Robert Parks, Strathcona County
Stephen Raitz, City of Beaumont
Ed Sperling, City of Fort Saskatchewan
Robert Stephenson, Strathcona County
John Stewart, City of Beaumont
Rick Stuckenberg, Town of Stony Plain
Larry Wanchuk, Leduc County
Bob Young, City of Leduc
1. Opening

1.1 Quorum

Quorum achieved; 6 of 7 voting members present.

1.2 Call to Order

Chair Shaigec called the meeting to order at 9:00 a.m.

1.3 Chair Opening Remarks

Chair Shaigec welcomed the members of the Task Force and other guests. Councillor Smith offered a welcome to Spark Centre on behalf of host municipality Strathcona County.

2. Approval of Agenda

**Motion:** That the Regional Agriculture Master Plan Task Force approve the June 14, 2019 meeting agenda.
- **Moved by:** Mayor Doblanke
- **Accepted by:** Chair
- **Decision:** Carried unanimously

3. Approval of Minutes

**Motion:** That the Regional Agriculture Master Plan Task Force approve the March 22, 2019 meeting minutes.
- **Moved by:** Councillor Walters
- **Accepted by:** Chair
- **Decision:** Carried unanimously

4. RAMP Objectives and Outcomes

*Mayor Hnatiw arrived at 9:15 a.m.*

Mr. Bouma reviewed the RAMP Objectives and Outcomes, the intent for the RAMP, and a high-level summary that put the Agriculture sector within the Region in context. Mr. Bouma also reported on the Working Group’s progress and highlighted the formation of a Sub-Committee of the Working Group and advised both groups had met regularly to address the latest iteration of RAMP materials.
5. Planning Framework

Mr. Broadbent shared his appreciation and understanding of how agriculture plays a role in the vitality of the Edmonton Metropolitan Region. He described the process followed by the Working Group to develop an evaluation framework and arrive at the recommended initial agriculture boundary. Taking direction from the March Task Force meeting, the Working Group began the first progression based on the Commuter Shed Line. Mr. Broadbent described further refinement of the initial agriculture boundary in the outline of the second progression.

Mr. Gould led the Task Force through the third progression of the initial agriculture boundary as the Working Group’s recommendation for consideration by the Task Force. He described the next steps for further refinement of the boundary and plans for stakeholder consultation following the approval of an initial agriculture boundary, in keeping with the RAMP’s Planning Framework.

Mr. Weber facilitated the Task Force discussion in response to the presentation. Members expressed their appreciation of the work completed since the last meeting. Comments included: providing clarity and certainty for stakeholders, alignment with the Growth Plan, usage of “boundary” language, the implications of a possible urban growth boundary, communication and engagement strategies, the role of the Province in RAMP’s success, tools for municipal consultation on boundary refinement, description of “unplanned lands”, implications of planning without borders and harmonization of agriculture zoning, and encouragement to reach out to Minister of Agriculture and Forestry.

RAMP19-13  

Motion: That the Regional Agriculture Master Plan Task Force endorse the Working Group’s Recommendation of the Third Progression as the initial Agriculture Boundary to inform further policy work on the RAMP.  

Moved by: Councillor Smith  

Accepted by: Chair  

Decision: Carried unanimously

Break from 10:21 a.m. to 10:50 a.m.

Ms. Shuya provided the Task Force with additional information on the RAMP project team’s next steps in accordance with the approved Planning Framework. Municipal policies for agriculture vary across the Region and the RAMP will explore how far members are willing to go to provide a harmonized and collaborative plan moving forward.

Mayor Doblinko stepped out from 10:58 a.m. to 11:03 a.m.

Task Force members encouraged the project team to consider articulating questions about what the RAMP can and will mean for municipal planning as part of the consultation phase. The project team received input to clearly describe the advantages from more than an agricultural perspective and to include considerations for economic development and agriculture support services.
8. RAMP Engagement Plan

Ms. Shuya described the key stakeholder groups identified through the RAMP process to date. Three rounds of consultation were outlined to ensure draft plans are validated and stakeholder feedback is incorporated. The Task Force proposed an amendment to include Indigenous Communities as a primary audience.

Motion: That the Regional Agriculture Master Plan Task Force endorse the approach and next steps for developing the RAMP Engagement Plan as amended.
Moved by: Mayor Doblanko
Accepted by: Chair
Decision: Carried unanimously

9. RAMP Communications Plan

Ms. Shuya invited Task Force input as to their expectations and suggestions for the RAMP Communications Plan and its tools. CEO Wichuk added that EMRB is working on an integrated strategy across all projects for more effective communication.

Motion: That the Regional Agriculture Master Plan Task Force endorse the approach and next steps for developing the RAMP Strategy and Communications Plan.
Moved by: Mayor Hnatiw
Accepted by: Chair
Decision: Carried unanimously

6. Lunch

Break from 11:47 a.m. to 12:25 p.m.

7. Dr. Stanford Blade

Ms. Shuya provided a brief introduction to Dr. Stanford Blade, Dean of the Faculty of Agricultural, Life and Environmental Sciences at the University of Alberta and a member of the Edmonton Global Board.

Dr. Blade shared his opinions and thoughts related to key drivers for agriculture and food in the Edmonton Metropolitan Region and around the world. Mr. Bruce, CEO of Edmonton Global, added that agri-food presents some important value propositions for the Region.

Councillor Smith stepped out from 1:52 p.m. to 1:58 p.m.
CEO Wichuk highlighted the need for a shared vision as the EMRB’s non-negotiable challenge in order to achieve success. Dr. Blade offered encouragement to the Task Force in the valuable work ahead on the RAMP. Chair Shaigec thanked him for sharing of his time and expertise with the Task Force.

10. Meeting Summary and Next Steps

Mr. Weber summarized Task Force direction on the following items: consensus on the third progression, boundaries ought to be flexible and reviewed in a timely manner, need for broad regional support and a collaborative approach, and emphasis on communication with the Board, indigenous groups, and Councils as part of the engagement strategy.

11. RAMP – Meeting Schedule

Ms. Shuya invited Task Force discussion on the proposed meeting schedule: a workshop on July 19, 2019 and meetings on October 11, 2019, December 5, 2019, February 7, 2020 and March 27, 2020.

RAMP19-16

Motion: That the Regional Agriculture Master Plan Task Force endorse the RAMP Meeting Schedule.
Moved by: Mayor Turner
Accepted by: Chair
Decision: Carried unanimously

12. Adjournment

Chair Shaigec expressed appreciation to the Working Group for the progress and quality of work presented since the last meeting. Chair Shaigec declared the Task Force meeting adjourned at 2:05 p.m.

Task Force Chair, Rod Shaigec
Regional Agriculture Master Plan Task Force

Friday, August 16, 2019
9:00 a.m. – 3:00 p.m.
City of Edmonton – City Hall (main floor), Heritage Room
1 Sir Winston Churchill Square, Edmonton, AB

Members:
Rod Shaigec, Parkland County (Chair)
Michael Walters, City of Edmonton (Vice Chair)
John Stewart, City of Beaumont (Alternate)
Tanni Doblanco, Leduc County
Alanna Hnatiw, Sturgeon County
Paul Smith, Strathcona County
Barry Turner, Town of Morinville

Technical Members:
Garett Broadbent, Leduc County
Darren Haarasma, Parkland County
Joel Gould, Strathcona County
John Knapp, Parkland County
Angela Veenstra, Sturgeon County
Hani Quan, City of Edmonton
Karen Sundquist, Government of Alberta

EMRB Staff:
Karen Wichuk, CEO
Sharon Shuya, Director, Regional Growth Planning
Bryan Haggarty, Director of Strategic Initiatives and Operations
Dan Rose, Senior Communications Advisor
Taylor Varro, Project Manager
Carol Moreno, Project Coordinator

Consultants
Jerry Bouma, Toma & Bouma
Bob Burden, Serecon

Guests:
A. Azad, Town of Morinville
Teaka Broughm, City of Beaumont
Jordan Brown, City of Leduc
Neal Comeau, Sturgeon County
Charleen Currie, City of Edmonton
Gibby Davis, City of Edmonton
Madison Dube, City of Edmonton
Trevor Duley, City of St. Albert
Lyndsay Francis, City of St. Albert
Greg Hofmann, City of Edmonton
Laurie Johnson, Leduc County
Michael Klassen, Sturgeon County
Anne Bentley Manson, Interested Public
Avril McCalla, City of Edmonton
Robert Parks, Strathcona County
Paul Ross, City of Edmonton
Shree Shinde, City of Fort Saskatchewan

Regional Agriculture Master Plan Task Force
Meeting Minutes: Friday, August 16, 2019

EMRB Board Meeting
Agenda Package Oct. 10/19
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1. Opening

1.1 Quorum

Quorum achieved; 7 of 7 voting members present.

1.2 Call to Order

Chair Shaigec called the meeting to order at 9:00 a.m.

1.3 Chair Opening Remarks

Chair Shaigec welcomed the members of the Task Force and other guests.

2. Approval of Agenda

Councillor Walters proposed a discussion on economic development and Chair Shaigec accepted the additional agenda item.

Motion: That the Regional Agriculture Master Plan Task Force approve the August 16, 2019 meeting agenda as amended.

Moved by: Mayor Doblanko
Accepted by: Chair
Decision: Carried unanimously

3. Approval of Minutes

Motion: That the Regional Agriculture Master Plan Task Force approve the June 14, 2019 meeting minutes.

Moved by: Mayor Hnatiw
Accepted by: Chair
Decision: Carried unanimously

4. Review June 14 Task Force Meeting Outcomes

Mr. Burden reviewed the last Task Force meeting’s progress towards developing an agriculture boundary through a series of progressions.

5. Outcomes for August 16 Task Force Meeting

Mr. Burden outlined the expectations for this meeting in terms of giving direction to the Working Group’s next steps on the planning framework and policy areas, implementation of the stakeholder engagement plan and incorporation of a communication strategy.
6. Planning Framework Approach

Mr. Knapp presented the updated application of the RAMP Planning Framework, on behalf of the Working Group. He thanked the Working Group members and the additional representatives from urban municipalities who helped shape the most recent Task Force materials.

Mr. Knapp explained that the current approach to developing and mapping policy areas will demonstrate various agricultural policies will apply to all lands within the Region and ultimately lead to significant progress with the RAMP. He described the four policy areas as General Agriculture, Other Areas, Agriculture Inside the Metropolitan Area, and Urban Agriculture. The Small Holdings category has been incorporated into General Agriculture as its principal intent is primary agriculture.

The Task Force commented on the potential interface of policy areas, clarified that the policy areas are required to refine the Agriculture Boundary, and discussed how the RAMP Vision and Guiding Principles were applied in order to develop the policy foundations for each Agriculture Policy Area. Task Force members encouraged the project team to consider economic development, alignment with Edmonton Global, and infrastructure considerations as the Policy Areas are further developed. In response to the Task Force’s questions regarding RAMP implementation, Mr. Knapp indicated that further discussion is required but the intention is to see RAMP policies enacted as a minimum benchmark with an awareness and sensitivity to unique municipal contexts.

Mr. Knapp also provided a summary of the policy directions for growth, as per the Edmonton Metropolitan Region Growth Plan, as foundational to the work if the RAMP.

Mr. Knapp shared that this marks his 50th year working on agriculture policy development and describe the task of RAMP as having a high degree of difficulty but incredible potential as legacy work. Chair Shaigec thanked him for his years of dedication, expertise, and wisdom.


Mr. Bouma led the Task Force through a detailed description of each of the four Agriculture Policy Areas: 1) General Agriculture, 2) Other Areas, 3) Agriculture Inside the Metropolitan Area, and 4) Urban Agriculture. The Task Force offered feedback regarding policies to inform hamlet growth and developed areas of country residential, clustering of value-added processing and support services, and areas dedicated to research, development and education.

Mr. Bouma clarified that municipalities are not prohibited from applying greater specificity within these policy areas. Municipalities may use their discretion to designate a sub-category for small holdings, for example. The Task Force requested additional clarity on the possible role of the LESA tool and the potential to reassign the Agriculture Policy Areas in response to changes over time. Mr. Bouma explained that the Working Group will further develop the policy areas and it will become clear which areas will be conducive to the use of LESA as a tool to inform the priority for Agriculture and non-agricultural uses.
Mr. Bouma outlined the 50-year vision, intent and policy direction for General Agriculture, which includes primary agriculture, confined feeding operations, and diversified/value-added agriculture. Mr. Burden clarified that the LESA tool can only be correctly applied within the context of a defined policy intent and the Working Group is seeking the Task Force’s direction. The Task Force offered feedback on including municipal administrations when mapping the Policy Areas, considerations for infrastructure and Alberta Transportation’s plan for regional highways, suggestion of a cross-ministerial presentation to the Government of Alberta, annexation plans and engagement of non-EMRB municipalities, and climate change.

Break - 10:30 a.m. to 10:45 a.m.

Mr. Bouma outlined the 50-year vision, intent and policy direction for Policy Area 2: Other Areas, which includes undeveloped country residential, resource extraction areas, environmental areas, industrial lands, employment areas, and recreation areas. Generally, Policy Area 2 will be located within the rural area. The Task Force recognized that lands currently used for resource extraction, once reclaimed, may not be best suited for agricultural use. Land use decisions should be left to the municipalities to examine strategic opportunities that consider its location and the potential to leverage existing infrastructure for non-agricultural uses. It was also suggested that underdeveloped country residential should be included in this policy area. Other comments related to evaluating vacancy rates of underdeveloped country residential areas, possible redesignation of existing country residential areas back to agriculture, and the potential use of transfer of development credits.

Mr. Bouma outlined the 50-year vision, intent and policy direction for Policy Area 3: Agriculture Inside the Metropolitan Area, characterized as lands zoned or designated agriculture or currently in use for agriculture. The Task Force discussed the complexity of this area due to increased development pressure and recognized the Growth Plan already provides policy direction for responsible growth. All policy areas will be developed further with the support of the Working Group. Areas where multiple municipalities have differing perspectives on Policy Area application will be brought forward for further discussion and resolution.

Mr. Bouma outlined the 50-year vision, intent and policy direction for Policy Area 4: Urban Agriculture, characterized as built-up urban areas including hamlets. Consideration will be given where Areas 1 and 4 interface, as urban agriculture can impact surrounding producers.

Ms. Shuya provided a timeline for the project team’s next steps incorporating this valuable feedback and direction from the Task Force. The project team will continue the refinement of each policy area’s parameters, conduct a mapping exercise with all member municipalities, and prepare a more detailed draft of the Policy Area Framework for the October Task Force meeting.

**Motion:** That the Regional Agriculture Master Plan Task Force endorse the four Policy Areas and the Vision, Intent, and Policy Directions for each to inform further work on policy development and mapping.

**Moved by:** Councillor Walters  
**Accepted by:** Chair  
**Decision:** Carried unanimously
7. Draft RAMP Engagement Plan

Councillor Walters rejoined the meeting following lunch at 12:37 p.m.

Ms. Shuya provided the Task Force with an update on plans to implement the Draft RAMP Stakeholder Engagement Plan, incorporating the feedback gathered at the June 14, 2019 Task Force meeting. EMRB plans to present to municipal councils, organize regional stakeholder group sessions, and host a regional roundtable to foster open discussion. EMRB Administration will work with municipalities to plan and extend invitations to regional engagement events, with consideration given to producers’ ability to participate during peak agriculture periods.

The Task Force suggested that non-EMRB member municipalities could be invited to Council presentations, and that the Federal Government and various Chambers of Commerce should be identified as stakeholders. Ms. Shuya explained that Phase One will be primarily informational but subsequent phases will include more detail on how stakeholder feedback will be channeled to specific opportunities for influence and conducive to actionable input. Leduc County volunteered to host the first regional stakeholder session.

Motion: That the Regional Agriculture Master Plan Task Force endorse the Draft RAMP Engagement Plan for implementation.

Moved by: Mayor Doblanko
Accepted by: Chair
Decision: Carried unanimously

8. Economic Development

Councillor Walters reminded the Task Force of the RAMP objectives related to economic development and proposed that it be a standing agenda item. The Task Force discussed the proposal to involve Edmonton Global at the Task Force, the Working Group, and/or observe the regional engagement sessions. The Task Force acknowledged the need to avoid duplication of efforts and promote efficiencies. CEO Wichuk shared the nature of ongoing communication with Edmonton Global regarding their alignment with RAMP and potential participants.

Motion: That the Regional Agriculture Master Plan Task Force extend an invitation to Edmonton Global to participate in the Task Force.

Moved by: Councillor Walters
Accepted by: Chair
Decision: Carried unanimously

9. RAMP Meeting Schedule
Ms. Shuya outlined the proposed meeting schedule. In response to some scheduling conflicts, the next meeting was moved to October 28 and a poll will be conducted to explore alternate dates for December.

10. Draft RAMP Communications Plan

CEO Wichuk introduced Mr. Rose and shared some of his experience with the Assistant Deputy Minister for Agriculture and Forestry as well as the Edmonton Economic Development Corporation (EEDC), and the Edmonton Heritage Planning Council.

Mr. Rose led the Task Force through the draft objectives and strategies for RAMP Communications. He emphasized the need to make the EMRB’s work tangible and understandable to a variety of audiences, respond to political sensitivities, and provide consistency and rigor across communication platforms. EMRB committed to preparing and circulating communications briefings to Task Force members following each meeting to capture the key discussion points and assist in sharing RAMP updates with councils. Another product will be a high-level infographic, styled summary for public circulation. Mr. Rose indicated that Task Force members may be asked to participate in producing video vignettes and other materials to champion the RAMP. The Communications Plan will undergo further refinement and brought to the Task Force at a later date.

Members of Task Force suggested framing communications related to critical opportunity costs, in terms of climate change, agriculture, and economic development. They also noted that the communications tactics and engagement strategies are inextricably linked to ensure a meaningful consultation process.

11. Meeting Summary and Next Steps

Mr. Burden summarized the record of key decisions:
1. Solid direction to Working Group on their parameters
2. Evolution of the planning framework and endorsed by the Task Force
3. Discussion and approval of policy area conceptual framework
4. Approval of the structure and implementation of Engagement Plan
5. Invitation to participate in the Task Force extended to Edmonton Global
6. Clear and consistent key messages, tools provided to the Task Force
7. Recognition of the challenges that lay ahead

Chair Shaigec thanked the Task Force for a productive meeting and the project team for their diligent work. He invited comments from member of public in attendance. Comments included a reminder not to lose sight of how this work will impact the producers at the ground level.
12. Adjournment

Chair Shaigec declared the Task Force meeting adjourned at 1:47 p.m.

Task Force Chair, Rod Shaigec
Regional Energy Corridors Advocacy Strategy Update

Background

The Regional Energy Corridors Advocacy Strategy Project was approved by the Board in March 2019 to develop a strategy to advocate for greater municipal involvement in energy corridor planning. This is supportive of the role of municipalities in regional land use planning while ensuring the objectives of the regional growth plan are not jeopardized.

Building on previous work, the project will explore opportunities to develop a more coordinated approach to energy corridor planning in the Region. The project is intended to provide greater clarity and certainty to both municipalities and stakeholders, and further enable the Region to prepare for and support anticipated future energy investment. Given the nature of the work, it was determined that a Task Force was not required for this initiative.

Status

Following an RFP process, a contract for consulting services was awarded in July 2019 to assist with the development of the strategy to advance energy corridors in the Region and improve inter-agency coordination and partnerships. The consultant recently completed a current state assessment, including legislative and regulatory reviews and analyses, a review of prior work undertaken in the Region, and best practices from other regions.

A facilitated workshop with EMRB Board Members and senior municipal administrative representatives will be conducted on October 4, 2019, for the consultant to provide information on the process to date, the proposed plan forward, and to share what they have learned about the current planning process in the Region. Board Members and municipal representatives also provided valuable input and discussed their perspectives and priorities for energy corridors.

Next Steps

In the coming weeks, the consultant will continue to engage with stakeholders involved in land-use planning and the regulatory process for energy corridor infrastructure to gain insights into the current state of energy corridor planning in the Region. Stakeholders targeted for engagement include representatives from all levels of government, industry associations, Indigenous communities, and senior-level municipal planners.

The next anticipated project deliverable is a report that captures the current state of energy corridor planning in the Region and summarizes feedback from stakeholder interviews. This report will inform the development of the advocacy strategy to advance energy corridor planning in the Region, and ultimately serve to improve collaboration between the Province,
the energy industry, the EMRB, and other stakeholders. This report will be delivered in November 2019.

Further Board engagement is scheduled for January 2020. Final deliverables will include an Advocacy Strategy and Implementation Plan, and a presentation to the Board in April 2020. The project is anticipated to be complete in April 2020 (see attached Regional Energy Corridors Advocacy Strategy Project Workplan).

Attachments:

1. Regional Energy Corridors Advocacy Strategy Project Workplan
Edmonton Metropolitan Regional Board

Detailed Work Plan

Lanny Westersund
Partner

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July 29, 2019
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- Phase 4 “Where We Go from Here” ........................................................................................................... 5
- Phase 5 Final Report and Presentation ..................................................................................................... 6
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PHASE 1 KICK OFF

Objective

Definite the next phases of the Energy Corridors Advocacy Strategy given the additional information from the Kick-Off Meeting

Work Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kick-Off Meeting</td>
<td>All</td>
<td>July 22, 2019</td>
</tr>
<tr>
<td>Confirm Project Stakeholders</td>
<td>EMRB</td>
<td>August 2, 2019</td>
</tr>
<tr>
<td>Collect relevant background documents</td>
<td>EMRB</td>
<td>July 26, 2019</td>
</tr>
<tr>
<td>Detailed Workplan</td>
<td>MNP</td>
<td>July 29, 2019</td>
</tr>
</tbody>
</table>

Deliverables

- Detailed Workplan – July 29, 2019

Milestones

- Kick-Off Meeting – July 22, 2019
- Detailed Workplan delivered – July 29, 2019
PHASE 2 “WHAT WE KNOW”

Objective
MNP will build an understanding of the proverbial “sandbox” in order to better understand where EMRB “can play” best. This includes a current state assessment, conducting a legislative and regulatory analysis, a ‘best practices review of partnerships and planning from other jurisdictions.

Scope
Current State and Jurisdictional analysis is scoped to include the jurisdictions identified in the Kick-Off meeting

- Saskatchewan
- Manitoba
- Bakken Region
- Permian Basin Region
- Western Australia

Work Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the Capital Region Energy Corridors Framework (2014)</td>
<td>MNP</td>
<td></td>
</tr>
<tr>
<td>Review Capital Region Energy Corridors Master Plan (2016)</td>
<td>MNP</td>
<td></td>
</tr>
<tr>
<td>Review 2018 Energy Corridors Forum and supporting documents</td>
<td>MNP</td>
<td></td>
</tr>
<tr>
<td>Conduct legislative and regulatory analysis</td>
<td>MNP</td>
<td></td>
</tr>
<tr>
<td>Investigate the federal, provincial, and municipal roles and partnerships for energy corridor partnerships.</td>
<td>MNP</td>
<td></td>
</tr>
<tr>
<td>Deliver “What We Know” Document to EMRB</td>
<td>MNP</td>
<td>August 31, 2019</td>
</tr>
</tbody>
</table>

Deliverables
- What We Know Document - August 31, 2019

Milestones
- Project Update 1 – August 6, 2019
PHASE 3 “WHAT WE HEARD”

Objective

Phase 3 we will build on our understanding by conducting a series of stakeholder interviews and engagement sessions meant to define priorities and positions of identified groups.

Scope

- 2 Indigenous Round Tables
  - Treaty 6
  - Treaty 8
- 4 Small Group Facilitated Sessions (Industry Focused)
- 15 Interviews (Government and Industry Focused)
- 2 EMRB Round Tables
  - Senior Administration
  - EMRB Board

Work Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indigenous Round Tables</td>
<td>MNP</td>
<td></td>
</tr>
<tr>
<td>4 Facilitated Sessions</td>
<td>MNP</td>
<td></td>
</tr>
<tr>
<td>15 Interviews</td>
<td>MNP</td>
<td></td>
</tr>
<tr>
<td>EMRB Board Round Table</td>
<td>MNP to Facilitate</td>
<td>October 10, 2019</td>
</tr>
<tr>
<td></td>
<td>EMRB to Organize</td>
<td></td>
</tr>
<tr>
<td>EMRB Senior Admin Round Table</td>
<td>MNP to Facilitate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EMRB to Organize</td>
<td></td>
</tr>
<tr>
<td>Deliver “What We Heard” Document to EMRB</td>
<td>MNP</td>
<td>December 5, 2019</td>
</tr>
<tr>
<td>Discussion Paper on Regional Energy Corridors</td>
<td>MNP</td>
<td>December 20, 2020</td>
</tr>
</tbody>
</table>
Deliverables

- What We Know Document - August 31, 2019

Milestones

- Project Update 2 – September 5, 2019
- Project Update 3 – October 4, 2019
- Project Update 4 – November 8, 2019
- Project Update 5 – December 5, 2019
- What We Heard Document – December 6, 2019
- Discussion Paper – December 20, 2019

PHASE 4 “WHERE WE GO FROM HERE”

Objective

Phase 4 will build on our research from phases 2 and 3 to draft an advocacy strategy and implementation plan to ensure EMRB is best positioned to influence change.

Scope

- 2nd EMRB Board session to ensure buy-in and collaborative solution development
- Advocacy Strategy to Include:
  - Stakeholder matrix
  - Suggested EMRB Roles and Strategies
  - Solution Recommendations
  - Suggested Key Messages

Work Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solution Development EMRB Facilitated Session</td>
<td>EMRB to Organize MNP to facilitate</td>
<td>January 10, 2019</td>
</tr>
<tr>
<td>Advocacy Strategy and Implementation Plan</td>
<td>MNP</td>
<td>February 7, 2019</td>
</tr>
</tbody>
</table>

Deliverables

Advocacy Strategy and implementation Plan – February 7, 2019
Milestones

- Project Update 6 – January 9, 2020
- EMRB January Board Meeting – January 10, 2020
- Project Update 7 – February 7, 2020

PHASE 5 FINAL REPORT AND PRESENTATION

Objective

The MNP Team will work with the EMRB Executive Committee to gather final comments and feedback prior to the delivery date for the final report

Scope

- Final Report
- Presentation to EMRB Executive Committee
- Presentation to EMRB Board

Work Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Report Materials to EMRB Staff</td>
<td>MNP</td>
<td>February 13, 2020</td>
</tr>
<tr>
<td>Materials circulated to EMRB Exec</td>
<td>EMRB</td>
<td>February 27, 2020</td>
</tr>
<tr>
<td>Presentation for EMRB Executive Meeting</td>
<td>EMRB to Organize</td>
<td>March 12, 2020</td>
</tr>
<tr>
<td></td>
<td>MNP to Present</td>
<td></td>
</tr>
<tr>
<td>Final Report Presentation to EMRB Board</td>
<td>MNP to Present</td>
<td>April 9, 2020</td>
</tr>
<tr>
<td></td>
<td>EMRB to Organize</td>
<td></td>
</tr>
</tbody>
</table>

Deliverables

- Final Report and Presentation – April 9, 2020

Milestones

- EMRB Executive Meeting – March 12, 2020
- EMRB Board Meeting – April 9, 2020
# Key Dates and Milestones

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Task</th>
<th>Responsible</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-Apr-20</td>
<td>Final Presentation - EMRB Board Meeting</td>
<td>MNP</td>
<td>Final Presentation</td>
</tr>
<tr>
<td>19-Mar-20</td>
<td>QA Meeting</td>
<td>Chris and Karen</td>
<td></td>
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<tr>
<td>12-Mar-20</td>
<td>EMRB Executive Meeting</td>
<td>MNP</td>
<td>MNP to present: Final Presentation 90% baked and Report Due</td>
</tr>
<tr>
<td>27-Feb-20</td>
<td>Agenda Items to EMRB Exec</td>
<td>EMRB</td>
<td>EMRB to circulate to Executive</td>
</tr>
<tr>
<td>13-Feb-20</td>
<td>Exec Presentation Approved by EMRB</td>
<td>MNP</td>
<td>MNP to deliver to EMRB CEO and Project Manager</td>
</tr>
<tr>
<td>07-Feb-20</td>
<td>Draft Advocacy Strategy Delivered to EMRB Team</td>
<td>MNP</td>
<td></td>
</tr>
<tr>
<td>07-Feb-20</td>
<td>Project Update 7</td>
<td>Alex and Steven</td>
<td></td>
</tr>
<tr>
<td>17-Jan-20</td>
<td>QA Meeting</td>
<td>Chris and Karen</td>
<td></td>
</tr>
<tr>
<td>10-Jan-20</td>
<td>January EMRB Board Facilitated Discussion</td>
<td>EMRB to organize, MNP to facilitate</td>
<td>For input to Advocacy Strategy solution development</td>
</tr>
<tr>
<td>09-Jan-20</td>
<td>Project Update 6</td>
<td>Alex and Steven</td>
<td></td>
</tr>
<tr>
<td>20-Dec-19</td>
<td>Discussion Paper delivered</td>
<td>MNP</td>
<td>Synthesizing &quot;What we heard&quot; and &quot;What we know&quot; documents</td>
</tr>
<tr>
<td>06-Dec-19</td>
<td>&quot;What We Heard&quot; document delivered</td>
<td>MNP</td>
<td>Following Stakeholder input sessions</td>
</tr>
<tr>
<td>06-Dec-19</td>
<td>Project Update 5 - Alex and Steven</td>
<td>Alex and Steven</td>
<td></td>
</tr>
<tr>
<td>15-Nov-19</td>
<td>QA Meeting - Chris and Karen</td>
<td>Chris and Karen</td>
<td></td>
</tr>
<tr>
<td>08-Nov-19</td>
<td>Project Update 4</td>
<td>Alex and Steven</td>
<td></td>
</tr>
</tbody>
</table>
Due Date | Task | Responsible | Notes
--- | --- | --- | ---
24-Oct-19 | EMRB Members Administration Round Tables | EMRB to organize, MNP to facilitate | CAOs or Senior Planners per member feedback
10-Oct-19 | EMRB October Board Meeting - Facilitated Roundtable | EMRB to organize, MNP to facilitate | For initial thoughts re: Energy Corridors
04-Oct-19 | Project Update 3 | Alex and Steven |
12-Sep-19 | QA Meeting | Chris and Karen |
05-Sep-19 | Project Update 2 | Alex and Steven |
31-Aug-19 | Energy Corridors "What We Know" document delivered | MNP |
06-Aug-19 | Project Update 1 | Alex and Steven |
02-Aug-19 | Stakeholder Prioritization Received | EMRB |

**DELIVERABLES**

- **Interim Reports** to be presented to the Project Manager on a monthly basis that summarize research, project analysis, key issues that have emerged, and upcoming activities. The purpose is to keep EMRB updated on MNP’s progress and provide the opportunity for EMRB to share feedback on next steps.
- **A What We Know Document** Compiled from research and document review in phase 2.
- **A What We Heard Document** will be compiled following the stakeholder consultation phase.
- **A Discussion Document** summarizing and synthesizing the information gleaned from phases 2 and 3.
- The Advocacy Strategy and Implementation Plan to be delivered including:
  - A **Draft Report** will first be provided for the EMRB Executive Committee to review, discuss, and provide feedback.
  - The **Final Report** will be presented in draft in March 2020 for the EMRB Executive Committee to review, discuss, and provide feedback. The Final Report will then be provided for EMRB Board review prior to the April, 2020 EMRB Board meeting. The proposed contents of the final report include:
RECOMMENDED STAKEHOLDERS

Industry
- Canadian Association of Petroleum Producers
- Canadian Energy Pipeline Association
  - ATCO Pipelines
  - Alliance Pipelines Ltd.
  - Enbridge Pipelines Inc.
  - Inter Pipeline Ltd.
  - Plains Midstream Canada ULC
  - Pembina Pipeline Corporation
  - TC Energy
  - TransGas Limited
  - Trans Mountain Corporation
  - Trans-Northern Pipelines Inc.
  - Wolf Midstream
- Canadian Electricity Association – Transmission Council
- Alberta Electrical Association
- Land Companies

Provincial Government
- Alberta Energy Regulator
- Alberta Infrastructure
- Alberta Transportation
- Alberta Municipal Affairs
- Alberta Energy
- Alberta Environment and Parks
- Alberta Electrical Systems Operator

Federal Government
- National Energy Board
- Natural Resources Canada

Municipal Governments – EMRB
- EMRB Board
- EMRB Member CAO’s
- EMRB Member Senior Planning Officers

Municipal Governments – Other
- Federation of Canadian Municipalities
- Alberta Urban Municipalities Association
- Alberta Rural Municipalities Association
- Calgary Region Board

Indigenous Groups
- Treaty 8 First Nations
- Confederacy of Treaty 6 Nations
  - Alexander First Nation
  - Alexis Nakota Sioux Nation
  - Beaver Lake Cree Nation
  - Cold Lake First Nations
  - Enoch Cree Nation
  - Ermineskin Cree Nation
  - Frog Lake First Nation
  - Whitefish Lake First Nation #128
  - Heart Lake First Nation
  - Kehewin Cree Nation
  - Louis Bull Tribe
  - Montana First Nation

Other
- Alberta Industrial Heartland Association
- Edmonton Global
CEO Update

The last few months have been tremendously busy and productive in advancing our Board strategic initiatives, as well as EMRB Administration corporate initiatives. I want to begin my update by acknowledging the hard work and significant contributions of our Members Municipalities, project consultants and the EMRB Administration Team in maintaining our forward momentum over the summer months.

The Task Forces and associated Working Groups have made significant progress in their work. The Board Agenda and material contain updates related to RAMP, the MRSP and the RECAS, and so I will not provide further updates to those initiatives.

The substantial foundational work to support the IRTMP initiative has been completed with the formation of the Working Group and establishing the Task Force Membership. The Working Group had its inaugural meeting on September 27th, and the kick-off Task Force meeting is scheduled for October 24, 2019.

In July, the 6th annual Regional Transportation Priorities Report was submitted to Alberta Transportation and again served to highlight efficiencies achieved through the Board, and demonstrate the level of intermunicipal collaboration and the municipal synergies existing within our Region.

EMRB continues the significant work and progress made in relation to streamlining and improving the efficiency of the REF process. EMRB Administration is actively working with municipal staff and developer stakeholders to continue to improve responsiveness, and further clarify the REF process. Through June and July, six municipal workshops were held across the Region with approximately 150 municipal staff in attendance. An additional workshop was offered to UDI members in July. This work has resulted in a revised and flexible Planning Toolkit and the noteworthy recent addition of the ‘Substantive Amendment’ to REF process.

SISB is well underway. The Task Force participated in facilitated workshops to help define the strategic intent of the initiative and establish principles and important considerations that should help the Task Force in the development and implementation of an SISB framework and model for the Region. The first Task Force meeting was held October 4, 2019. EMRB Administration expects to begin work with the SISB consultant in the next couple of weeks.

The Broadband initiative is also underway with the contract for work awarded in September. This work does not involve a Task Force, however input will be sought from member municipalities and other key stakeholders as the initiative moves forward.
EMRB Administration has also made considerable progress in advancing our corporate initiatives in support of the organization and the work of the Board. In June, an independent and impartial consultant was engaged to conduct an environmental scan and assist with the development of the EMRB Corporate Risk Profile (CRP). Parallel to this work, EMRB Administration has also conducted a preliminary review of current EMRB policies. The work undertaken to develop the CRP will also serve to inform further refinement of our policies. These two projects will be brought forward in tandem for future committee and Board review.

An additional focus of EMRB Administration over the summer was to better ascertain our strategic communications needs, assess our capacity to effectively support the Board and our individual strategic initiatives, integrate our engagement activities, and evaluate our ability to clearly demonstrate our successes, value proposition, and our return on investment. Work on the draft Integrated Communications and Engagement Strategy and Framework continues.

In September, an in-year revised budget was presented to the Audit & Finance Committee for review and endorsement and as information to Executive Committee in anticipation of Board consideration and approval. The budget amendments were required as a result of the carryover of conditional grant agreement funding from Municipal Affairs and as identified in the Board approved 2018-2019 audited financial statements. Budget adjustments were limited to ongoing strategic initiatives and reflect adjustments to project plans or unanticipated expenditures.

On a related note, EMRB Administration met with the Regional Grants Program team from Municipal Affairs on October 1st to discuss our successes and challenges with the grant management process, for the Grant Program team to learn more about EMRB priorities, and to reaffirm their role as an expert support and guidance resource for EMRB.

Outreach and engagement activities continued over the summer with a number of notable meetings held, and presentations made to elected officials. This included the co-presentation with Edmonton Global CEO Malcolm Bruce to the Capital Region Caucus (CRC), and a meeting with a member of the Premier’s Blue Ribbon Panel. Meetings with regional MLAs have taken place, with other scheduled to take place over the next month to discuss EMRB activities, alignment with government priorities, and additional opportunities for strategic collaboration with government. In addition, there are ongoing meetings scheduled with Deputy Ministers.

On September 3rd, at the request of the Minister of Municipal Affairs, Chair Abbott and I met with the Honourable Kaycee Madu, and senior departmental officials, to further discuss the work of the Board and to build on the positive introductory meeting and collaborative foundation established between the Minister and the Board in their meeting of July 18th.
Chair Abbot and I continue with our EMRB overview presentation to municipal councils, most recently having presented to Strathcona County. I also very much enjoyed attending the State of the City Address by Mayor Heron, as well as the State of the County Address by Mayor Hnatiw. I have also been meeting with Board Members and CAOs in member municipalities and will continue to do that over the next several weeks.

The CAO Standing Committee continues to meet on a bi-monthly basis. I appreciate the interest in supporting our work and the regional agenda, as well as the advice I receive from the CAOs.

On August 23<sup>rd</sup> Chair Abbott, Members of the Board and I attended the City of Edmonton annual Treaty 6 Recognition Day which acknowledges the signing of the treaty between the Plains and Woodland Cree people and the Crown in 1876.

Other activities of note include attendance at a number of chambers of commerce sponsored events, as well as business, industry and municipal association functions including the UDI-ER luncheon and the AUMA Fall Convention. I was also pleased to meet with Carmen Wyton, CEO of BILD Alberta in August, and very happy to speak about the role of EMRB and the importance of the regional mindset to the Executive MBA Class at the University of Alberta.

My thanks again to Mayor Young, the City of Leduc, sponsors, and all the organizers and volunteers who helped make the EMRB 2019 Golf Tournament such a great success. It was great to see so many Board Members and representatives from our member municipalities having fun on the course. I also want to say thank to Mayor Ralph for hosting the Mayor’s Retreat in Devon. It was a fantastic weekend and I thoroughly enjoyed my time in Devon.

I am also very pleased to announce and welcome Ron Cook to EMRB in the position of Manager of GIS and Business Intelligence. Ron brings a comprehensive background that extends over 30 years within the Geospatial industry, including teaching and consulting experience.

Lastly, attached please find the 2019 Quarter 3 REF Report.

Best Regards,

Karen Wichuk, CEO
Edmonton Metropolitan Region Board

**Attachment:** 2019 Quarter 3 REF Report
2019 Quarter 3 Total REFs*

3

3 approved
0 under review
0 in appeal period

REF Application Types

3 New Area Structure Plans/Area Redevelopment Plans

Length of EMRB Review

The average length of an EMRB REF review was

13 working days

(Does not include 28-day appeal period.)

*Note: Quarter 3 stats are current as of September 24, 2019.
2019 Year to Date Total REFs**

20 approved
0 under review
0 in appeal period

REF Application Types

5 New Intermunicipal Development Plans/Municipal Development Plans
1 Municipal Development Plan Amendment
5 New Area Structure Plans/Area Redevelopment Plans
9 Area Structure Plan/Area Redevelopment Plan Amendments

Length of EMRB Review

The average length of an EMRB REF review was 15 working days

(Does not include 28-day appeal period.)

**Note: Year to Date stats current as of September 24, 2019