

Metropolitan Region Servicing Plan

Task Force

April 26, 2018, 9:00 a.m. - 12:00 p.m.

La Cite Francophone – Hall Jean-Louis Dentinger

8627 Rue Marie-Gaboury (91 Street)

Edmonton, AB T6C 4S8

Agenda

<p>1. Opening</p>	
<p>1.1 Quorum <i>Action: Confirmation</i> <i>Lead: CEO Bruce</i></p>	
<p>1.2 Call to Order <i>Action: Declaration</i> <i>Lead: CEO Bruce</i></p>	
<p>1.3 CEO Opening Remarks <i>Action: Information</i> <i>Lead: CEO Bruce</i></p>	
<p>2. Approval of Agenda <i>Action: Approval</i> <i>Lead: CEO Bruce</i></p>	
<p>3. Governance</p>	
<p>3.1 Selection of Chair <i>Action: Vote</i> <i>Lead: CEO Bruce/ Mr. Chivers</i></p> <p>Recommended Motion: That the Metropolitan Region Servicing Plan Task Force appoint _____ to the Chair position and recommend that the Edmonton Metropolitan Region Board endorse and reaffirm that appointment is effective April 26, 2018.</p>	
<p>3.2 Selection of Vice Chair <i>Action: Vote</i> <i>Lead: Chair/ Mr. Chivers</i></p> <p>Recommended Motion: That the Metropolitan Region Servicing Plan Task Force appoint _____ as Vice Chair.</p>	



<p>3.3 Task Force Terms of Reference <i>Action: Review, Reaffirmation and Recommendation</i> <i>Lead: Chair</i></p> <p>Recommended Motion: That the Metropolitan Region Servicing Plan Task Force review and reaffirm the Task Force Terms of Reference approved by Edmonton Metropolitan Region Board.</p>	Page 4 of 23
<p>4. Regulatory Context</p>	
<p>4.1 Edmonton Metropolitan Region Board Regulation <i>Action: Information/ Discussion</i> <i>Lead: Chair/ CEO Bruce</i></p>	Page 7 of 23
<p>4.2 Intermunicipal Collaboration Framework vs MRSP <i>Action: Information/ Discussion</i> <i>Lead: Chair/ CEO Bruce</i></p>	
<p>5. Metropolitan Region Servicing Plan</p>	
<p>5.1 MRSP Project Charter <i>Action: Information/ Discussion</i> <i>Lead: Chair/ CEO Bruce</i></p>	Page 18 of 23
<p>5.2 Phase 2 – Environmental Scan Work Plan <i>Action: Approval</i> <i>Lead: Chair/ CEO Bruce</i></p> <p>Recommended Motion: That the Metropolitan Region Servicing Plan Task Force approve the MRSP Project Phase 2 – Environmental Scan Work Plan.</p>	Page 23 of 23
<p>6. U of A Student Project Presentation – Regional Emergency (Fire) Services Report <i>Action: Information/ Discussion</i> <i>Lead: Chair/ CEO Bruce</i></p>	
<p>7. Next Steps <i>Action: Information/ Discussion</i> <i>Lead: Chair/ CEO Bruce</i></p>	
<p>8. Adjournment <i>Action: Declaration</i> <i>Lead: Chair</i></p> <p>Recommended Motion: That the Metropolitan Region Servicing Plan Task Force meeting of April 26, 2018 adjourn.</p>	



MRSP Task Force Terms of Reference

That the Metropolitan Region Servicing Task Force review and reaffirm the Task Force Terms of Reference approved by the Edmonton Metropolitan Region Board.

Background

- The Board Committee and Task Force governance model was approved on June 8, 2017 based on the Edmonton Metropolitan Region Board Regulation.
- The use of Task Forces provides the Board with maximum flexibility to address the implementation of the Growth Plan and other Board initiatives by creating the best governance structure for the project.
- Terms of Reference provide a roadmap for the Task Force containing information on the purpose, scope, authority, reporting, organization and membership of the Task Force.
- The Terms of Reference are being presented for review and reaffirmation of the Board's approval.

Attachments

1. MRSP Task Force Terms of Reference



Metropolitan Region Servicing Plan Task Force Terms of Reference

INTRODUCTION

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

PURPOSE

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

PROJECT DESCRIPTION

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

PROJECT DELIVERABLES

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

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

TERMS OF REFERENCE

1. AUTHORITY

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



Metropolitan Region Servicing Plan Task Force Terms of Reference

2. AMENDMENTS TO THE TERMS OF REFERENCE

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

3. MEMBERSHIP

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

- Edmonton
- 2 Cities
- 2 Towns
- 2 Counties

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

4. TERM

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

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

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

6. EX-OFFICIO

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

7. DECISION MAKING

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

8. QUORUM

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

9. DISPUTE RESOLUTION

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



10. SUPPORT/RESOURCES

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

11. COMMUNICATIONS

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

12. MEETING FREQUENCY

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

13. MEETING AGENDAS AND MINUTES

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

14. STATUS OF MEETINGS

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

15. REPORTING

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



Province of Alberta
Order in Council

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Edmonton
Metropolitan Region Board Regulation set out in the attached Appendix.

CHAIR

FILED UNDER
THE REGULATIONS ACT

as ALBERTA REGULATION 189/2017

ON October 26 20 17

DEPUTY REGISTRAR OF REGULATIONS

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(section 708.02)

APPENDIX
Municipal Government Act
EDMONTON METROPOLITAN
REGION BOARD REGULATION

Table of Contents

- 1 Definitions

Part 1
Edmonton Metropolitan
Region Board

- 2 Continuation of Board
3 Mandate of Board
4 Chair of Board
5 Voting rights of representatives
6 Power and duties of Board

Part 2
Preparation of Edmonton Metropolitan
Region Growth Plan

- 7 Preparation of Growth Plan
8 Objectives of Growth Plan
9 Contents of Growth Plan
10 Limitation of Plan

Part 3
Approval of Statutory Plans

- 11 Application of Part
12 Regional Evaluation Framework
13 Approval of statutory plan

Part 4
Preparation of Edmonton
Metropolitan Region Servicing Plan

- 14 Servicing Plan
15 Objectives of Servicing Plan
16 Contents of Servicing Plan

Part 5
General Matters

- 17 Regulation review
18 Repeal
19 Coming into force

Schedule

Definitions

- 1 In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “Board” means the Edmonton Metropolitan Region Board continued under section 2;
- (c) “Edmonton Metropolitan Region” means the lands lying within the boundaries of the participating municipalities;
- (d) “Framework” means the Regional Evaluation Framework, including any amendments to the Framework, approved by the Minister under section 12;
- (e) “Growth Plan” means an integrated growth management plan for the Edmonton Metropolitan Region, including any amendments to that plan, approved by the Minister under section 708.1 of the Act;
- (f) “Minister” means the Minister responsible for the Act;
- (g) “participating municipality” means a municipality listed in the Schedule;
- (h) “representative” means a person appointed by a participating municipality under section 708.04 of the Act or designated under section 2(4) of this Regulation;
- (i) “Servicing Plan” means a plan to provide services referred to in section 16 on a regional basis;
- (j) “statutory plan” means
 - (i) a statutory plan as defined in section 616(dd) of the Act, or
 - (ii) an amendment to a statutory plan referred to in subclause (i).

Part 1 Edmonton Metropolitan Region Board

Continuation of Board

2(1) In accordance with section 708.02(1.2) of the Act, the Capital Region Board is continued under the name of the Edmonton Metropolitan Region Board.

- (2) Each participating municipality may appoint a person to act in the representative's place in the event of the representative's temporary absence or temporary inability to act.
- (3) A representative appointed under section 708.04 of the Act and subsection (2) must be a councillor of the participating municipality that is appointing the representative.
- (4) Until a participating municipality appoints a representative under section 708.04 of the Act, the chief elected official of the participating municipality is designated as that municipality's representative.
- (5) If the representative of a participating municipality is unable to attend a meeting of the Board, the Board, on the request of the participating municipality, may provide for an alternative method of representation for the participating municipality at that meeting.
- (6) Representatives appointed under section 708.04 of the Act are expected to represent the perspectives of their respective municipality during Board deliberations, but have a duty to act in the best interests of the Board when taking actions or making decisions.

Mandate of Board

- 3(1)** The Board shall
 - (a) strive towards consensus regarding matters before the Board,
 - (b) promote the long term sustainability of the Edmonton Metropolitan Region,
 - (c) ensure environmentally responsible land-use planning, growth management and efficient use of land,
 - (d) develop policies regarding the coordination of regional infrastructure investment and service delivery,
 - (e) promote the economic well-being and competitiveness of the Edmonton Metropolitan Region, and
 - (f) develop policies outlining how the Board shall engage the public on the Growth Plan and the Servicing Plan.
- (2) In fulfilling its mandate, the Board shall further

- (a) prepare a Growth Plan,
- (b) prepare a Servicing Plan,
- (c) advise and make recommendations to the Minister regarding the implementation of the Growth Plan and the Servicing Plan,
- (d) facilitate the resolution of issues arising from the preparation and implementation of the Growth Plan and the Servicing Plan, and
- (e) develop and implement policies for the sharing of costs for regional projects of the Edmonton Metropolitan Region.

Chair of Board

- 4(1)** Representatives appointed under section 708.04 of the Act or designated by section 2(4) shall elect from among them a Chair of the Board.
- (2)** Despite subsection (1), the Minister may by order appoint an interim Chair of the Board.
- (3)** If the Minister appoints an interim Chair, the term of the Chair elected under subsection (1) commences on the day after the expiry of the term of the interim Chair.
- (4)** The interim Chair does not have voting rights.
- (5)** The representatives 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.
- (6)** A Chair appointed under section 4(5) does not have voting rights.

Voting rights of representatives

- 5(1)** Subject to section 708.03(2) of the Act and section 4(4) and (6) of this Regulation, each representative has one vote.
- (2)** If a decision of the Board is to be made by a vote, the decision must be supported by not fewer than $2/3$ of the representatives from

participating municipalities that collectively have at least 2/3 of the population in the Edmonton Metropolitan Region.

(3) Subject to section 2(5), if a representative is not present for a vote of the Board, or abstains from voting, the representative is deemed to have voted in the affirmative.

Power and duties of Board

6 The Board may

- (a) develop policies allowing for the participation of non-members,
- (b) requisition participating municipalities for operating costs related to the operations of the Board and capital costs where authorized by the Board, and
- (c) carry out any other functions and duties as the Minister directs.

Part 2 Preparation of Edmonton Metropolitan Growth Plan

Preparation of Growth Plan

7(1) The Board shall, within 3 years from the coming into force of this Regulation, prepare and submit to the Minister a proposed Edmonton Metropolitan Region Growth Plan.

(2) The Board shall review the Growth Plan every 10 years, or earlier as determined by the Board, unless otherwise ordered by the Minister under section 708.24(2) of the Act.

Objectives of Growth Plan

8 The objectives of the Growth Plan are

- (a) to promote an integrated and strategic approach to planning for future growth in the Edmonton Metropolitan Region,
- (b) to identify the overall development pattern and key future infrastructure investments that would
 - (i) best complement existing infrastructure, services and land uses in the Edmonton Metropolitan Region,

- (ii) best complement the desired scale of development and community visions across the Edmonton Metropolitan Region,
- (iii) best address efficient and cost effective growth and development, and
- (iv) maximize benefits to the Edmonton Metropolitan Region,
- (c) to coordinate decisions in the Edmonton Metropolitan Region to sustain economic growth and ensure strong communities and a healthy environment, and
- (d) to promote the social, environmental and economic well-being and competitiveness of the Edmonton Metropolitan Region.

Contents of Growth Plan

9(1) Except as otherwise specified by the Minister, a proposed Growth Plan must contain a comprehensive, integrated regional land-use plan for the Edmonton Metropolitan Region that includes the following:

- (a) population and employment projections;
- (b) the identification of
 - (i) growth areas,
 - (ii) land supply for residential, commercial and industrial purposes,
 - (iii) agricultural lands,
 - (iv) density of development,
 - (v) the development and location of infrastructure, and
 - (vi) corridors for recreation, transportation, energy transmission, utilities and intermunicipal transit;
- (c) policies regarding the planning for corridors for recreation, transportation, energy transmission, utilities and intermunicipal transit;
- (d) policies regarding environmentally sensitive areas;

- (e) policies regarding the coordination of infrastructure planning and development among the participating municipalities;
- (f) policies that address new settlement areas;
- (g) policies that address the intensification of existing settlement areas;
- (h) policies regarding the conservation of agricultural lands;
- (i) specific actions to be taken by the participating municipalities to implement the Growth Plan.

(2) In preparing a proposed Growth Plan, the Board may also have regard to any matter relating to the physical, social or economic development of the Edmonton Metropolitan Region.

Limitation of Plan

10 Despite anything to the contrary in this Regulation, the Growth Plan is of no effect to the extent it directs the Government of Alberta to expend funds, to commit to funding arrangements or to undertake particular actions or adopt particular policies or programs.

Part 3 Approval of Statutory Plans

Application of Part

11 This Part applies to a statutory plan only after a Regional Evaluation Framework is approved by the Minister under section 12.

Regional Evaluation Framework

12(1) The Board shall prepare and submit to the Minister a Regional Evaluation Framework containing

- (a) criteria to be used to determine whether a statutory plan must be submitted for approval under section 13(1),
- (b) procedures for submitting statutory plans for approval under section 13(1), and
- (c) the criteria and procedures to be followed by the Board for the objective evaluation and approval of statutory

plans in relation to the Growth Plan and the Servicing Plan.

(2) The Minister may, by order, approve, reject or amend a Framework.

(3) The Framework has no effect until it is approved by the Minister.

(4) If the Board fails to provide a Framework, the Minister may, by order, establish a Framework.

(5) Subject to subsections (3) and (4), if the Minister establishes or approves a Framework, the Minister shall provide a copy of it to each participating municipality.

(6) The Framework is not a regulation within the meaning of the *Regulations Act*.

Approval of statutory plan

13(1) Statutory plans to be adopted by a participating municipality that meet the criteria set out in the Framework must be submitted to the Board for approval.

(2) In accordance with the Framework, the Board may approve or reject a statutory plan.

(3) A statutory plan referred to in subsection (1) has no effect unless it is approved by the Board under subsection (2).

(4) Subject to an appeal or dispute resolution mechanism established under section 708.23(1) of the Act or as otherwise provided in the Framework, a participating municipality has no right to a hearing before the Board in respect of its approval or rejection of a statutory plan.

(5) Subject to section 708.23(1) of the Act, a decision of the Board under this section is final and not subject to appeal.

(6) This section applies only to statutory plans to be adopted by a participating municipality after the establishment of the Framework.

Part 4 Preparation of Edmonton Metropolitan Region Servicing Plan

Servicing Plan

14(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.

Objectives of Servicing Plan

15 The objectives of the Servicing Plan are as follows:

- (a) to identify the services required to support the goals of, and to implement, the Growth Plan;
- (b) to support the optimization of shared services to enhance use of ratepayer dollars;
- (c) to facilitate orderly, economical and environmentally responsible growth in the Edmonton Metropolitan Region;
- (d) to coordinate planning and decisions regarding services among member municipalities to ensure the optimization of ratepayer dollars.

Contents of Servicing Plan

16 The Servicing Plan must

- (a) list the servicing required to support the development outlined in the Growth Plan, which may include
 - (i) transportation, including regional transit,
 - (ii) water, waste water and storm water,
 - (iii) solid waste,
 - (iv) emergency services, and
 - (v) any other services, identified by the board which benefit residents in more than one of the municipalities that are parties to the Servicing Plan,

- (b) for services to be provided on an intermunicipal basis, outline how each service will be
 - (i) intermunicipally delivered, including which municipality will lead delivery of the service, and
 - (ii) intermunicipally funded,
- (c) set the timeframe for implementing services to be provided on an intermunicipal basis,
- (d) contain other matters necessary to support the Growth Plan, and
- (e) contain any other matter the Minister considers appropriate.

Part 5 General Matters

Regulation review

17 This Regulation shall be reviewed every 5 years.

Repeal

18 The *Capital Region Board Regulation* (AR 38/2012) is repealed.

Coming into force

19 This Regulation comes into force on the coming into force of section 133(a) of the *Modernized Municipal Government Act*.

Schedule Participating Municipalities

- (a) City of Edmonton;
- (b) Town of Beaumont;
- (c) Town of Devon;
- (d) City of Fort Saskatchewan;
- (e) City of Leduc;
- (f) Leduc County;
- (g) Town of Morinville;
- (h) Parkland County;
- (i) City of St. Albert;
- (j) City of Spruce Grove;
- (k) Town of Stony Plain;
- (l) Strathcona County;
- (m) Sturgeon County.

Metropolitan Region Servicing Plan

Project Charter

February 2018



**Edmonton Metropolitan
Region Board**

Regional Action. Global Opportunity.

Introduction

On October 26, 2017, the Minister of Municipal Affairs announced proclamation of new the Municipal Government Act. Concurrent with the Act, the province also approved the new Edmonton Metropolitan Region Board (EMRB) Regulation, replacing the Capital Region Board (CRB) Regulation. Besides introducing a new name for the Board, the new Regulation included the following changes from the CRB Regulation:

- Removed many of the duplicate regulations for Growth Management Boards that are now in the updated MGA.
- Instituted new Board composition – Reduced board membership from 24 to 13 municipalities. The EMRB is now comprised of representatives from regional municipalities with populations of 5,000 or more.
- Expanded mandate – In addition to the CRB’s mandate to plan for responsible regional growth and prepare a Regional Growth Plan, the EMRB is now tasked with creating a Metropolitan Region Servicing Plan. Similar to the Inter Municipal Collaboration Framework (ICF) Agreements that neighbouring municipalities are required to complete, this Plan addresses many of the same services on a Regional basis and relieves member municipalities from entering into ICF’s with each other.
- With the new Regulation in place, the province approved the new Edmonton Metropolitan Region Growth Plan (EMRGP), which had been approved and recommended by the Capital Region Board to the Minister of Municipal Affairs in October of 2016. The Growth Plan is a blueprint for the responsible growth and development of the Edmonton Region to 2044.

Project Summary

The new EMRB Regulation expands the mandate of the Board to prepare a Metropolitan Region Servicing Plan (MRSP) for the Edmonton Metropolitan Region. The purpose of the MRSP is to identify the regional services necessary to support the implementation of the long term vision of the Growth Plan; support the optimization of shared services across the region; facilitate orderly, economical and environmentally responsible growth; and coordinate planning and decisions among Metropolitan Region municipalities to ensure the optimization of ratepayer dollars. The MRSP is due within two years of the new regulation coming into force. In this regard, the MRSP is to be submitted to the Minister of Municipal Affairs by October 26, 2019. Importantly, members within the EMRB do not need to complete an ICF with other members, but members will need to complete an ICF with adjacent non-EMRB members.

Project Objectives

The objectives of the Metropolitan Region Servicing Plan are to:

1. Identify existing services, including current capacity and service provision, and their ability to support current growth;
2. Identify existing municipal and intermunicipal services and existing shared servicing agreements;
3. Identify the services required to support future growth through the implementation of the Growth Plan;
4. Identify opportunities for increased efficiency and collaboration in the sharing of services;

5. Identify the benefits of enhanced efficiency and optimized services shared amongst municipalities in the Edmonton Metropolitan Region.
6. Prepare implementation recommendations for consideration by the Board.

Note: The MRSP will not see the EMRB take on the operation and/or delivery of services.

Project Scope

Municipalities in the Edmonton Metropolitan Region provide a significant range of services to residents, business, and industry. The Regulation requires the MRSP to list the services required to support the development outlined in the Growth Plan, and provides a list of services that may be included:

- (i) transportation, including regional transit,
- (ii) water, waste water and storm water,
- (iii) solid waste,
- (iv) emergency services (fire).

The Regulation allows the EMRB to consider any other services that it believes could benefit residents in more than one of the municipalities. However, given the extent and complexity of the services provided by municipalities, the two year time frame to complete the Plan, and the capacity of the Board to undertake the work, it is recommended that the first Metropolitan Region Servicing Plan be limited to the four areas listed in the Regulation as listed above.

Project Approach

The recommended project approach includes 6 phases:

Phase 1 - Project initiation

The first phase is setting up the project including establishing the Task Force, project Terms of Reference, a municipal working group, contracting consultants, etc.

Phase 2 - Environmental Scan

The Environmental Scan will include collecting all available data on the services, information respecting existing intermunicipal servicing plans and agreements, funding models, etc.

Phase 3 – Future Needs Assessment

This will be an assessment of the future demand and capacities needed to achieve the implementation of the Growth Plan to 2044.

Phase 4 - Gap Analysis/Opportunities

There will be a review and analysis of the existing services versus those needed in the future. Gaps and opportunities will be identified.

Phase 5 - Servicing Plan

The Servicing Plan is the recommended roadmap to ensuring the services are available to support the implementation of the Growth Plan.

Phase 6 - Approvals & Implementation

The final phase is the approval and implementation of the Servicing Plan by the Task Force and Edmonton Metropolitan Region Board.

Project Governance

The Edmonton Metropolitan Region Board is the project sponsor for the Metropolitan Region Servicing Plan and provides the authority and support for the project.

The Board oversight for this project will come from a Task Force of elected officials appointed by the Board. The Task Force will provide strategic direction and oversight on all aspects of the project on behalf of the Board.

Participation by member municipalities is essential to support the development of the Plan. Therefore, Regional CAOs will be consulted throughout the process of developing the plan.

The Task Force will be supported by a Project Team consisting of a Project Manager, a Municipal Working Group, and project consultant(s). The Project Team will work closely with the Task Force and participate directly in Task Force meetings.

A Project Manager from EMRB administration will be assigned to oversee the planning, execution and completion of the Servicing Plan. The project manager is responsible for project administration including project resource management, project schedule, budget management, and issues management throughout the project.

The Municipal Working Group of senior staff from the region will provide professional policy and technical advice and support regarding the relevant services, plans, and programs in preparation of the Servicing Plan. The Working Group is proposed to be comprised of seven members as follows:

- Edmonton
- 2 Cities
- 2 Towns
- 2 Counties

Consultant(s) will be contracted to assist in all phases of project and prepare the final Metropolitan Servicing Plan.

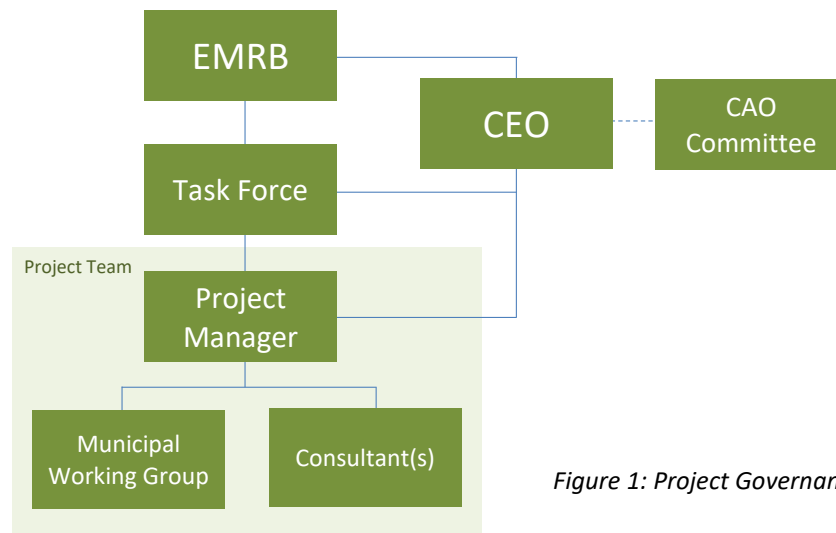


Figure 1: Project Governance

Deliverables

The outcome of the Project is a Metropolitan Region Servicing Plan that supports the implementation of the EMRGP by assessing the Region’s existing capacity to support current growth, the capacity needed to service future growth, and the opportunities for efficiencies and collaboration. The following is a list of key project deliverables:

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

Project Schedule

Metropolitan Servicing Plan		2017		2018												2019										
		N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	
1	Project initiation																									
2	Environmental Scan																									
3	Future Needs Assessment																									
4	Gap Analysis/ Opportunities																									
5	Servicing Plan																									
6	Approvals & Implementation																									

Stakeholders

Water/Wastewater/Storm Water			Emergency Services (Fire)	Solid Waste	Transportation	
Water	Wastewater	Storm Water			Roads	Transit
<ul style="list-style-type: none"> •Municipalities •Epcor •Water Commissions 	<ul style="list-style-type: none"> •Municipalities •Epcor •Wastewater Commissions 	<ul style="list-style-type: none"> •Municipalities •Epcor •North Saskatchewan Watershed Alliance 	<ul style="list-style-type: none"> •Municipalities 	<ul style="list-style-type: none"> •Municipalities •Edmonton Region Waste Minimization Team •Private Contractors 	<ul style="list-style-type: none"> •Municipalities •Alberta Transportation 	<ul style="list-style-type: none"> •Municipalities •Transit Providers •Alberta Transportation

Budget

The budget of the MRSP is proposed as follows:

2017/18	2018/19	2019/20	Total Project Funding
\$20,000	\$150,000	\$50,000	\$220,000



Metropolitan Region Servicing Plan Phase 2 – Environmental Scan Work Plan

That the Metropolitan Region Servicing Plan Task Force approve the MRSP Project Phase 2 – Environmental Scan Work Plan.

Background

Pursuant to the Metropolitan Region Servicing Plan Project Charter, the project approach includes 6 phases. Phase 1 of the project - Project Initiation – is now complete. The Task Force has been appointed, a Municipal Advisory Group assembled, Task Force members interviewed, etc.

Phase 2 - Environmental Scan

One of the takeaways from the first meeting of the Advisory Group and the one-on-one meetings with the Task Force members was the varying perspectives and understandings of the purpose of the MRSP and the Service Areas that will be the subject of the Plan. Further, one of the learnings from the Update to the Growth Plan was the importance of ensuring from the beginning of the project that all Task Force members, project support teams, consultants, and stakeholders involved have a shared understanding and expectations with respect to the subject matter, process, roles, objectives and outcomes.

In this regard, the purpose of the Environmental Scan is to set the foundation for the rest of the project. It will ensure that all members have access to the same regional information. The Scan will include collection of all available data on the services, information respecting existing intermunicipal servicing plans and agreements, current funding models, etc. Following the completion of the Scan, a facilitated Task Force workshop is proposed to be held to establish the scope of the plan before proceeding to the next phases of the project.

Work Plan Schedule

Approximate Timeline	Action/Activity
April 26, 2018	Task Force approves Environmental Scan Work Plan
May 2018	Advisory Group reviews and finalizes Environmental Scan RFP
	Environmental Scan RFP issued
	Environmental Scan contract awarded
June – August 2018	Environmental Scan work undertaken
	Engage Technical Working Groups as required to complete Scan
	Advisory Group reviews results of Environmental Scan
September 2018	Facilitated Task Force Workshop to review Scan and establish scope
October 11, 2018	Update to Board