# Metropolitan Region Servicing Plan Task Force

## Agenda

July 12, 2019, 1:00 p.m. – 4:00 p.m.

Strathcona Community Centre, Meeting Room 2

401 Festival Lane, Sherwood Park, AB

<table>
<thead>
<tr>
<th>1. Opening</th>
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</thead>
</table>
| **1.1 Quorum** | Action: Confirmation  
*Lead: Chair Ralph* |
| **1.2 Call to Order** | Action: Declaration  
*Lead: Chair Ralph* |
| **1.3 Chair Opening Remarks** | Action: Information  
*Lead: Chair Ralph* |

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

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

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

**Recommended Motion:** That the Metropolitan Region Servicing Plan Task Force approve the May 24, 2019 meeting minutes.
4. **Plan of Action for Collaboratives**
   *Action: Discussion*
   *Lead: Chair Ralph/Mr. Huybens*
   - Stormwater
   - Solid Waste
   - Fire/EMS
   - Emergency Management

5. **Implementation of Collaboratives**
   *Action: Discussion*
   *Lead: Chair Ralph/Mr. Huybens*
   - Terms of Reference
   - Collaborative Reporting

6. **Next Steps**
   *Action: Information*
   *Lead: Chair Ralph/Mr. Huybens*

7. **Next Meeting**
   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**
   *Action: Declaration*
   *Lead: Chair Ralph*
   
   **Recommended Motion:** That the Metropolitan Region Servicing Plan Task Force meeting of July 12, 2019 be adjourned.
Agenda

1. Opening
2. Approval of Agenda
3. Approval of Minutes
4. Plan of Action for Collaboratives
5. Implementation of Collaboratives
6. Next Steps
7. Next Meeting
8. Adjournment
Meeting Outcomes

• The outcomes for this meeting are:
  ▪ seek direction on draft Plan of Action for each Collaborative
  ▪ seek direction of the proposed Implementation of Collaboratives including the draft Terms of Reference
2. Approval of Agenda

**Recommended Motion:** That the Metropolitan Region Servicing Plan Task Force approve the July 12, 2019 meeting agenda.
3. Approval of Minutes

**Recommended Motion:** That the Metropolitan Region Servicing Plan Task Force approve the May 24, 2019 meeting minutes.
Review
• MRSP supporting the Growth Plan (see Appendix slide #36)
• MRSP Intent and Objectives (see Appendix slide #37 and 38)
  ▪ Continue with Existing Mechanisms and Entities:
    o Roads – Regional Collaboration addressed through existing IRTMP, and will be updated by IRTMP 2.0
    o Transit – Regional Collaboration addressed through existing IRTMP, and will be updated based on Regional Transit Commission
    o Water – Sub-Regional Collaboration addressed through local municipalities and existing Water Commissions, etc.
    o Wastewater - Sub-Regional Collaboration addressed through local municipalities and existing Wastewater Commission, etc.
  ▪ Advance within the MRSP:
    o Stormwater, Solid Waste, Fire/EMS, Emergency Management
## Project Management

### MRSP Task Force Meeting

**Agenda Package July 12, 2019**

### Phase Description

<table>
<thead>
<tr>
<th>Phase</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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#### Phase 1: Project Initiation
- Project Initiation

#### Phase 2: Environmental Scan
- Environmental Scan

#### Phase 3: Final Phase
- Project Elaboration
- Future Needs Assessment/Gap Analysis
- Go-Forward Options and Recommendations
- Plan Development
- Approvals & Implementation

---

**Phase or Stage = Completed**

**Stage = Planned or in Progress**
Direction of the Inaugural MRSP

• At this time in our journey, the inaugural MRSP (see Appendix slide #39) will be:
  ▪ A strategic direction and plan
  ▪ Will advance four service areas of regional significance
  ▪ Will develop an enhanced level of regional data and information
  ▪ Will build a foundation for metropolitan services effectiveness
  ▪ Will support the implementation of the Growth Plan

• The inaugural MRSP will NOT be:
  ▪ A policy document
  ▪ A detailed metropolitan services and metropolitan service delivery plan
  ▪ A description of specific metropolitan service efficiencies
  ▪ A cost sharing plan for metropolitan services
Draft MRSP Principles
Endorsed by Board and Task Force

Achieving the desired future requires metropolitan servicing values and behaviors:

• Lead with a metropolitan mindset for the greater good
• Pursue leading and innovative research, technology, and best practices
• Build, collect, and share regionally relevant data, information and knowledge
• Prioritize regionally-scaled service investments informed by evidence
• Leverage sub-regional service initiatives to the benefit of the Region
• Recognize the unique urban and rural service contexts
• Factor in the safety and wellness of citizens
• Measure and report results from servicing efficiency and effectiveness
• Act in a regional manner with a unified voice
Collaborative Concepts
Endorsed by the Board and Task Force

• That the Metropolitan Region Servicing Plan Task Force endorse the Edmonton Metropolitan Region **Stormwater** Collaborative concept based on project-based collaborative.

• That the Metropolitan Region Servicing Plan Task Force endorse the revised scope Edmonton Metropolitan Region **Solid Waste** Collaborative concept to include an analysis of future regional service delivery models and governance.

• That the Metropolitan Region Servicing Plan Task Force endorse the Edmonton Metropolitan Region **Fire/EMS** (Services) Collaborative concept.

• That the Metropolitan Region Servicing Plan Task Force endorse the Edmonton Metropolitan Region **Emergency Management** Collaborative concept.
## Collaboratives Matrix: Case for Urgency

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Why Act Now? (Regionally)</th>
<th>Why Act Now? (Service Area Specific)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stormwater</strong></td>
<td>• Pace and breadth of technological and environmental (e.g., GHG, Climate) change;</td>
<td>• Changing climate;</td>
</tr>
<tr>
<td></td>
<td>• Population and employment growth (to 2044);</td>
<td>• Effects of densification and intensification;</td>
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<tr>
<td></td>
<td>• Evolving risk profile - hazards, threats, and vulnerabilities;</td>
<td>• Impacts to the community;</td>
</tr>
<tr>
<td></td>
<td>• Responsible growth;</td>
<td>• Impacts to the environment; and more.</td>
</tr>
<tr>
<td></td>
<td>• Management of the Growth and Servicing Plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Costs to rate payers.</td>
<td></td>
</tr>
<tr>
<td><strong>Solid Waste</strong></td>
<td></td>
<td>• Changing social and environmental attitudes;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Changing global environment;</td>
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<tr>
<td></td>
<td></td>
<td>• (e.g., recycling and landfills);</td>
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<td></td>
<td></td>
<td>• Cost of services and infrastructure; and more.</td>
</tr>
<tr>
<td><strong>Fire/EMS</strong></td>
<td></td>
<td>• Increasing call volumes;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Increasing resource challenges;</td>
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<td></td>
<td></td>
<td>• Citizen expectations for response and services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cost of services and infrastructure; and more.</td>
</tr>
<tr>
<td><strong>Emergency Management</strong></td>
<td></td>
<td>• Demand for coordination and communication;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Costs and impacts of disasters and major incidents;</td>
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<td></td>
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<td>• Cost of not being resilient; and more.</td>
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</tbody>
</table>
## Collaboratives Matrix: Future State and Gap Analysis

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Desired Future State … outcomes beyond current results</th>
<th>Gap Analysis … to move from current to future state requires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater</td>
<td>• Harmonized data and information;</td>
<td>• A unified voice in the Region;</td>
</tr>
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<td></td>
<td>• Pro-active regional planning where appropriate;</td>
<td>• A structured, mandated and supported regional approach;</td>
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<tr>
<td></td>
<td>• Seamless service delivery with appropriate service levels;</td>
<td>• Region-level metropolitan servicing information and data ;</td>
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<tr>
<td></td>
<td>• Optimal regional investments supported by all levels of government;</td>
<td>• Greater collaboration and knowledge sharing;</td>
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<td></td>
<td>• Globally recognized metropolitan servicing practices;</td>
<td>• Common terminology, indicators, and measures;</td>
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<td></td>
<td>• Effective engagement of stakeholders and communication to citizens;</td>
<td>• Clear, well-defined, and evidence-based regional priorities;</td>
</tr>
<tr>
<td></td>
<td>• Efficiency and effectiveness outcomes; and</td>
<td>• Regional leadership and change management;</td>
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<td></td>
<td>• Stronger economic brand and competitive attraction.</td>
<td>• Sustainable strategy to support growth in the Region; and</td>
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<tr>
<td></td>
<td></td>
<td>• Region-wide resiliency.</td>
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<tr>
<td>Solid Waste</td>
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<tr>
<td>Fire/EMS</td>
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<tr>
<td>Emergency Management</td>
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MRSP Task Force Meeting

Agenda Package July 12, 2019

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## Collaboratives Matrix: Vision and Scope

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Draft Vision</th>
<th>What is the Scope? (Service Area Specific)</th>
</tr>
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</table>
| Stormwater         | “The Edmonton Metropolitan Region will have protected natural assets while achieving resilience from Stormwater impacts.” | • Collaborate on **regional level planning** for stormwater;  
• Share **regionally relevant data and information** about stormwater;  
• Contribute to **identification of regionally significant investments** for stormwater;  
• **Prioritize regional investments** for stormwater management using approved criteria; and  
• Contribute to the **advocacy** of a stormwater in the Region. |
| Solid Waste        | “Leading the Way to a Zero Waste Edmonton Metropolitan Region.” | • Collaborate on **regional level planning** for solid waste;  
• Share **regionally relevant data and information** about solid waste;  
• Contribute to **identification of regionally significant investments** for solid waste;  
• **Prioritize regional investments** for solid waste management using approved criteria;  
• Contribute to the **advocacy** of a zero waste region; and  
• Research and analyze different solid waste **service delivery options for the Region**; subject to the above, analyze governance implications for solid waste. |
| Fire/EMS           | “An integrated citizen-centric approach to Fire/EMS with a holistic level of excellence in the Edmonton Metropolitan Region.” | • Collaborate on **regional level planning** for fire/EMS;  
• Share **regionally relevant data and information** about Fire/EMS;  
• Contribute to **identification of regionally significant investments** for fire/EMS;  
• **Prioritize regional investments** for fire/EMS management using approved criteria; and  
• Contribute to the **advocacy** of a fire/EMS in the Region. |
| Emergency Management | Not yet defined                                   | • Collaborate on **regional level planning** for emergency management;  
• Share **regionally relevant data and information** about emergency management;  
• Contribute to **identification of regionally significant investments** for emergency management  
• **Prioritize regional investments** for emergency management using approved criteria; and  
• Contribute to the **advocacy** of emergency management in the Region. |
4. Plan of Action for Collaboratives
Plan of Action - Guidance

- Collaboratives comprised of distinct Subject Matter Experts for the service area; 13 municipal members of the EMRB
- Advisory Group
  - Stay the Course:
    - Build on the Board and Task endorsement of the draft MRSP Principles
    - Build on the Task Force endorsement for four Collaboratives
    - Use on Integrated planning approach
- Technical Working Groups
  - Each Collaborative can and should begin building a foundation for enhanced regional collaboration of the service areas:
    - Stormwater
    - Solid Waste
    - Fire/EMS
    - Emergency Management (proxy by Fire/EMS)
Stormwater Collaborative - Draft Plan of Action

Foundation:
- Establish Collaborative and review the Terms of Reference and Action Plan
- Develop a common set of Region Stormwater terminology, measures, indicators, criteria for prioritization of investments
- Gather a foundation of regional level Stormwater data and information— a library and repository

Longer Term:
- Conduct an enhanced Environmental Scan of creeks, trunks, etc. – measures and monitoring
- Determine risks (e.g., impacts, liability) of current practices
- Advance and facilitate good practices and lessons learned
- Consider projects for Design Standards, Sedimentation and Erosion
- Advance/elevate regional discussion and advocacy of Water Quality and Design Standards
- Prioritize regionally-scaled investments
- Determine opportunities for regionally scaled investments
Solid Waste Collaborative - Draft Plan of Action

Foundation:

- Establish Collaborative and review the Terms of Reference and Action Plan
- Discuss regional Solid Waste efforts with ERWAC and determine best strategy for the future of ERWAC
- Develop a common set of Region Solid Waste terminology, measures, indicators, criteria for prioritization of investments
- Gather a foundation of regional level Solid Waste data and information for residential Solid Waste management
- Advance regional discussion and advocacy of Extended Producer Responsibilities (EPR) toward enabling legislation

Longer Term:

- Conduct an enhanced Environmental Scan of processing capacity and waste generation including construction and demolition waste; disaster debris management; and industrial, commercial and institutional waste; identify opportunities for innovation in Solid Waste management
- Determine impacts of landfill bans on waste management
- Develop policy recommendations on single use items reduction
- Prioritize regionally-scaled investments (e.g., organics processing, recycling facilities)
- Advance a regionally relevant and common package for public education of Solid Waste
- Develop a common full cost accounting and life cost analysis including carbon footprint and the impact of green-house gases in the Region
- Conduct a detailed service delivery analysis and best practices review for service delivery models; and make recommendations to EMRB
Fire/EMS Collaborative - Draft Plan of Action

Foundation:

- Establish Collaborative and review the Terms of Reference and Action Plan
- Discuss Regional Fire Chiefs Committee (including Sub-Committees) and determine best strategy for the future of same
- Conduct Team Building and Ego Shedding exercises
- Develop a common set of Region Fire/EMS terminology, measures, indicators, criteria for prioritization of investments
- Gather a foundation of regional level Fire/EMS data and information

Longer Term:

- Advance regional discussion and advocacy of interoperability and emergency communications
- Advance regional discussion of “Auto-Aid” for priority calls
- Inventory local and sub-regional initiatives and agreements – in detail
- Inventory specialty services and equipment – put into EMRGIS
- Conduct an enhanced Environmental Scan of servicing levels, ranges of services – descriptive in nature, NOT prescriptive
- Prioritize regionally-scaled investments
Emergency Management Collaborative Preliminary Plan of Action

Foundation:

- Establish Collaborative and review the Terms of Reference and Action Plan
- Discuss regional EM efforts with CREPP and determine best strategy for the future
- Develop a common set of Region Emergency Management terminology, measures, indicators, criteria for prioritization of investments
- Gather a foundation of regional level Emergency Management data and information
Integrated Plan of Action - MRSP Journey (see Appendix Slide #39)

MRSP Inaugural (First Years)

MRSP Enhanced (Next Years)

MRSP Robust (Future Years)
For Discussion

Seeking Task Force direction on the Plans of Action and the approach toward an Integrated Plan of Action:

• Stormwater
• Solid Waste
• Fire/EMS
• Emergency Management (not yet fully defined)
5. Implementation of Collaboratives
Implementation

EMRB Regulation:

(2) In fulfilling its mandate, the Board shall further…

(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…

MRSP Project Charter:

• Approvals & Implementation: The last stage is the approval and implementation of the MRSP by the Task Force and EMRB.

MRSP Task Force Terms of Reference:

Implementation recommendations for consideration by the Board.
Collaboratives - Draft Terms of Reference

- Let us review the draft Terms of Reference (TOR) for Stormwater, Solid Waste and Fire/EMS
  - Noting Emergency Management is only preliminary
  - These TOR have many parallels to current EMRB TOR
    - The TWG and Advisory Group have contributed two additional elements:
      - Scope (supported by the Plan of Action)
      - Regional Stakeholders
- We need to define the following:
  - MRSP “X” – who, what
  - Participation – mandatory or optional
Advisory Group and Technical Working Groups
Guidance on the Collaboratives Draft Terms of Reference

• MRSP “X”
  ▪ The recommended reporting structure includes an MRSP “X” that provides oversight, guidance, and coordination across the Collaboratives (possibly even across all metropolitan servicing);
    o MRSP “X” is the champion and provides direction and linkage to the Board
    o Collaboratives and MRSP “X” would need support from the EMRB Administration
    o Beyond 4-6 Collaborative meetings per year, any additional projects would require Board approval through MRSP “X”, approved subject to resourcing

• Participation
  ▪ The broad consensus is that participation should be mandatory
    o The major implementation consideration is resourcing and capacity
      o Mitigated by an Integrated Plan of Action, at the pace set by the MRSP “X” through the Board
Draft Collaborative Reporting – For Discussion

- CAO Committee
- EMRB CEO
- EMRB Director/Administration
- EMRB PMO
- Board
- MRSP "X"
- MRSP SW Collaborative
- MRSP ST Collaborative
- MRSP Fire/EMS Collaborative
- MRSP EM Collaborative
- Various Project Team(s)
- Member Municipalities (Councils)
- Commission, Authority, Group, Alliance etc.
- Regional Stakeholders
For Discussion

Seeking Task Force direction on the following Terms of Reference items:

• MRSP “X”
• Participation
• Scope
• Regional Stakeholders
6. Next Steps
Next Steps

• Prepare the draft MRSP
• Standup the Emergency Management TWG
• Seek Advisory Group Guidance on the draft MRSP
• Present the draft MRSP for Task Force consideration in September
• Further Engagement with the Board
• MRSP Extension
7. Next Meeting
Next Meetings

- Emergency Management Technical Working Group (TWG) – TBD
- Other TWGs – only if required
- Advisory Group – TBD
- Task Force – September 6, 2019
- Board – October 10, 2019
8. Adjournment
9. Appendix
Growth Plan: 50 Year Vision

“The Edmonton Metropolitan Region is the dominant hub for northern Alberta and is recognized globally for its economic diversity, entrepreneurialism, leadership development, environmental stewardship and excellent quality of life. The Region is anchored by a thriving core that is interconnected with diverse urban and rural communities. The Region is committed to growing collaboratively through the efficient use of infrastructure, building compact communities, and fostering economic opportunities and healthy lifestyles.”
MRSP: Intent

The development of a Metropolitan Region Servicing Plan (MRSP) is a significant addition to the EMRB’s mandate and will provide a framework and strategic guidance to optimize the planning and implementation of regional services to support the vision of the Growth Plan in collaboration with a broad range of regional stakeholders.

The MRSP seeks to capitalize on regional opportunities and challenges for metropolitan services, now and in the future, through the identification of opportunities for efficiency from planning through to service delivery.

The process of developing a MRSP is enabling the Board to identify areas of regional significance in which to work together to achieve greater efficiencies and to establish regional priorities across all service areas.
MRSP: Objectives

• Identify existing services, including current capacity and service provision, and their ability to support current growth;

• Identify existing municipal and intermunicipal services and existing shared servicing agreements;

• Identify the services required to support future growth through the implementation of the Growth Plan;

• Identify opportunities for increased efficiency and collaboration in the sharing of services;

• Identify the benefits of enhanced efficiency and optimized services shared amongst municipalities in the Edmonton Metropolitan Region; and

• Prepare implementation recommendations for consideration by the Board.
MRSP: Journey

Inaugural MRSP
Direction set through an initial Environmental Scan, Vision and Principles

Enhanced MRSP
Built on consistent regional level knowledge and decision-making about metropolitan servicing

Robust MRSP
Built on evidence-based regional experience and implementation of metropolitan servicing

2019-2044
Manageable Pace
Metropolitan Region Servicing Plan Task Force

Friday, May 24, 2019
8:00 a.m. – 2:00 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 (Alternate)
Don Iveson, City of Edmonton
Kelly Vendenberg, Leduc County (Alternate)
Ray Watkins, City of St. Albert
William Choy, Town of Stony Plain
Brian Botterill, Strathcona County (Alternate)

Advisory Group Members:
Eleanor Mohammed, City of Beaumont
Paresh Dhariya, Town of Devon
Avril McCalla, City of Edmonton (on behalf of Barry Belcourt)
Shawn Olson, City of Leduc
Grant Bain, Leduc County
Brad White, Town of Morinville
Rob McGowan, Parkland County
Corey Levasseur, City of Spruce Grove
Trevor Duley, City of St. Albert
Kevin Glebe, Strathcona County
Travis Peter, Sturgeon County

Technical Working Group Members:
Michael Labrecque, City of Edmonton
Rob Squire, City of Edmonton
Keven Lefebvre, Leduc County
Leo Girard, Parkland County
Robert Kosterman, City of Spruce Grove
Devin Capcara, Strathcona County

EMRB Staff:
Sharon Shuya, Director of Regional Growth Planning
Barry Huybens, MRSP Project Manager
Debra Irving, Senior Project Manager
Taylor Varro, Project Manager
Raquel Chauvette, Administrative Assistant

Guests:
Teaka Broughm, City of Beaumont
Stephen Raitz, City of Beaumont
Kendra Raymond, City of Beaumont
John Stewart, City of Beaumont
David Hales, City of Edmonton
Greg Hofmann, City of Edmonton
Michael Walters, City of Edmonton
Matthew Wispinski, City of Edmonton
Grant Schaffer, City of Fort Saskatchewan
Michelle Kane, City of Leduc
Brandy Kelly, City of Leduc
Stuart Houston, City of Spruce Grove
Linda Matties, Town of Stony Plain
Robert Stephenson, Strathcona County
Peter Reeson, UDI
1. Opening

1.1 Quorum

Quorum achieved; 7 of 7 voting members present.

1.2 Call to Order

Chair Ralph called the meeting to order at 8:23 a.m.

1.3 Chair Opening Remarks

Chair Ralph provides an update from the March 15, 2019 MRSP Task Force meeting. Chair Ralph welcomes all regional stakeholders to the meeting. Chair Ralph provides the short intent on the MRSP and indicates next steps.

2. Approval of Agenda

Motion: That the Metropolitan Region Servicing Plan Task Force approve the May 24, 2019 meeting agenda.
Moved by: Mayor Iveson
Accepted by: Chair
Decision: Carried unanimously

3. Approval of Minutes

Motion: That the Metropolitan Region Servicing Plan Task Force approve the March 15, 2019 meeting minutes.
Moved by: Councillor Harris
Accepted by: Chair
Decision: Carried unanimously

4. Review

Mr. Huybens provides an overview, and walks through the Draft MRSP Principles, providing background on each one.

Mr. Huybens concludes with some of the suggested changes from the Task Force:
1. Stronger and robust language;
2. Leverage vs. support;
3. Metropolitan region mind set to start;
4. Building off sub regionally vs. continuing with the absence of regional; and
5. Build explicitly on optimization and outcome.

Mayor Iveson makes a friendly amendment to “defer the Draft MRSP Principles back to the Advisory Group to reflect the principle of changes.”
Motion: That the Metropolitan Region Servicing Plan Task Force refer the Draft MRSP Principles back to the Advisory Group to reflect the principle of changes.

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

5. Context for the MRSP

Mr. Huybens opens up discussions on the following topics with the Task Force Members:
1. Where we are;
2. Summary of current state;
3. Where we are going;
4. Regional Level Summary of Desired Future State;
5. Regional Level Summary of Gap Analysis; and
6. Regional Level Summary Case for Urgency.

Mr. Huybens provides options for go-forward.

6. Framework for Emergency Services

Mr. Huybens introduces some unique and distinct components within Emergency Services and the Technical Working Group guidance for two services areas – Fire/EMS and Emergency Management.

Mr. Huybens walks members through a Go-Forward Plan for Fire/EMS, including vision and principles. Discussion ensues with the Task Force, Advisory Group members, and other stakeholders.

Councillor Watkins steps out at 10:33 p.m.
Councillor Watkins returns at 10:38 p.m.

Councillor Harris steps out at 10:41 p.m.
Councillor Harris returns at 10:47 p.m.

Motion: That the Metropolitan Region Servicing Plan Task Force endorse the Edmonton Metropolitan Region Fire/EMS (Services) Collaborative concept.

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

Mr. Huybens walks members through a Go-Forward Plan for Emergency Management. Discussion ensues with the Task Force, Advisory Group members and other stakeholders.
Motion: That the Metropolitan Region Servicing Plan Task Force endorse the Edmonton Metropolitan Region Emergency Management Collaborative concept.
Moved by: Councillor Vandenberg
Accepted by: Chair
Decision: Carried unanimously

7. Framework for Solid Waste

Mr. Huybens walks members through a Go-Forward Plan for Solid Waste, including vision and principles. Discussion ensues with the Task Force, Advisory Group members, and other stakeholders.

Councillor Watkins leaves the meeting at 11:12 a.m.

Motion: That the Metropolitan Region Servicing Plan Task Force endorse the Edmonton Metropolitan Region Solid Waste Collaborative concept as amended.
Moved by: Councillor Harris
Accepted by: Chair

Councillor Harris withdraws motion.

Chair Ralph indicates that after the lunch break Task Force members will come back with a new proposed motion for the Framework for Solid Waste.

Motion: That the Metropolitan Region Servicing Plan Task Force endorse the revised scope Edmonton Metropolitan Region Solid Waste Collaborative concept to include an analysis of future regional service delivery models and governance implications.
Moved by: Councillor Harris
Accepted by: Chair
Decision: Carried unanimously

8. Framework for Stormwater

Mr. Huybens walks members through a Go-Forward Plan for Stormwater, including vision and principles. Discussion ensues with the Task Force, Advisory Group members, and other stakeholders.

Chair Ralph concludes that this collaborative concept is a starting point, indicating it is best to left to Advisory Group and Technical Working Group on projects and terms of reference.

Motion: That the Metropolitan Region Servicing Plan Task Force endorse the Edmonton Metropolitan Region Stormwater Collaborative concept based on project-based collaborative.
Moved by: Mayor Choy
Accepted by: Chair
Decision: Carried unanimously
9. **Next Steps**

Next steps include further elaboration of the MRSP Principles and Collaborative concepts by the Advisory Group and Technical Working Groups. Mr. Huybens asks for input from the Task Force members on the desired next steps. Mr. Huybens summarizes the results and outputs from the meeting.

10. **Next Meeting**

    MRSP Task Force
    July 12, 2019 TBD

11. **Adjournment**

    Chair Ralph thanks everyone for the discussion and all the work the Advisory Group and Technical Working Groups have put in. Chair Ralph states he is excited about moving forward.

    The meeting adjoums at 1:06 p.m.

    
    Task Force Chair, Ray Ralph
Important Note: The reference to an MRSP “X” is simply a placeholder until the EMRB determines how and/or where the MRSP Collaborative(s) will fit into the EMRB Governance.

<table>
<thead>
<tr>
<th>Terms</th>
<th>Description</th>
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<tbody>
<tr>
<td>Purpose</td>
<td>To establish a Stormwater Collaborative for the Edmonton Metropolitan Region Board (EMRB). The Stormwater Collaborative will support the Metropolitan Region Servicing Plan (MRSP), now and in the future; and contribute to the implementation of the Edmonton Metropolitan Region Growth Plan (EMRGP).</td>
</tr>
<tr>
<td>Overview</td>
<td>The Province of Alberta approved the Edmonton Metropolitan Region Growth Plan – <em>Reimagine. Plan. Build.</em> (EMRGP) in October 2017. In addition, the Province mandated the EMRB to create a MRSP to identify services required to support and implement the EMRGP.</td>
</tr>
<tr>
<td>Establishment</td>
<td>The Stormwater Collaborative is created by the EMRB and is supported by the regional CAOs to provide advice and support to the MRSP “X” for the specific service area of Stormwater.</td>
</tr>
<tr>
<td>Accountability to the Board</td>
<td>The Stormwater Collaborative receives authority on its Collaborative Terms of Reference including specific scope, and any related projects from the Board. The Stormwater Collaborative will receive direction from the MRSP “X”, or as provided by the Board.</td>
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<td>Management</td>
<td>The Stormwater Collaborative will be supported and coordinated by EMRB Administration. The EMRB CEO will assign an EMRB Administration Manager (e.g., Director, Project Manager) to coordinate support for the Stormwater Collaborative. The Stormwater Collaborative will select a Chair from amongst the Stormwater Collaborative members.</td>
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<td>Membership</td>
<td>The Stormwater Collaborative will be comprised of senior subject matter experts (SMEs) from the thirteen (13) member municipalities of the EMRB. Participation by all member municipalities is mandatory, as a strong commitment is required. To ensure continuity of the Stormwater Collaborative, named alternates must be identified. Members and alternates must be available and committed to attending meetings for a minimum one-year period of time. There is no compensation for members. The Stormwater Collaborative requires that the persons identified as members or named alternates have the necessary influence, skills,</td>
</tr>
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</table>
competencies, and experience in the service area of Stormwater to contribute as outlined under Duties and Responsibilities below.

| Regional Stakeholders | The Stormwater Collaborative may invite other regional stakeholders to participate in meetings and/or projects, where appropriate and when agreed. The regional stakeholders may include (but are not limited to):
|------------------------|------------------------------------------------------------------------------------------------------------------|
|                        | - Alberta Environment and Parks  
|                        | - North Saskatchewan Watershed Alliance  
|                        | - Sturgeon River Watershed Alliance  
|                        | - Blackmud/Whitemud Creek Surface Management Group  
|                        | - Big Lake Stormwater Working Group  
|                        | - Stormwater Utilities  
|                        | - Private industry  
|                        | - Non-EMRB Edmonton Metropolitan Region municipalities  
|                        | - Indigenous groups  |

| General Duties and Responsibilities | As a member of the Stormwater Collaborative, members and named alternates will be responsible to:
|-------------------------------------|------------------------------------------------------------------------------------------------------------------|
|                                     | - embrace and support the MRSP Principles and the Stormwater Service Area Vision and Principles (see attached as an Appendix);  
|                                     | - attend and participate in Collaborative meetings;  
|                                     | - attend and participate in MRSP “X” meetings when requested  
|                                     | - represent the best interests of the Region;  
|                                     | - provide unbiased policy advice and information regarding relevant regional issues, policies, plans, programs and initiatives that may have an effect on the Region;  
|                                     | - assess, analyze and distill information provided by other technical experts and/or project teams;  
|                                     | - be willing to assist in completing assigned tasks as requested, depending on the needs of the Stormwater Collaborative which may involve any of the following – supporting research, providing information, reviewing documents;  
|                                     | - providing advice and/or recommendations, reviewing drafts of documents and/or participating in the drafting of specific content, and supporting stakeholder consultation engagements, as needed; Stormwater Collaborative; and  
|                                     | - be willing to volunteer on projects outside of Stormwater Collaborative meetings.  
|                                     | Review materials in advance of meetings and come prepared to contribute to the discussion.  |

| Scope | The scope of the Stormwater Collaborative will be to:
|-------|------------------------------------------------------------------------------------------------------------------|
|       | - collaborate on regional level planning for Stormwater;  
|       | - share regionally relevant data and information about Stormwater;  |
### Metropolitan Region Servicing Plan

#### Stormwater Collaborative

**Draft Terms of Reference**

**July 5, 2019**

<table>
<thead>
<tr>
<th><strong>Contribution</strong></th>
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<tr>
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<td><strong>prioritize regional investments for Stormwater management using approved criteria; and</strong></td>
</tr>
<tr>
<td><strong>contribute to the advocacy of a Stormwater in the Region.</strong></td>
<td></td>
</tr>
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The work of the Stormwater Collaborative will include:

- Efforts at the Stormwater Collaboration Table
- Efforts in support of the Collaboration Table
- Efforts on Projects approved by the Board under the Stormwater Collaborative
- Efforts at the Stormwater Table with regional stakeholders in attendance

### Reporting

The Stormwater Collaborative reports to the MRSP “X” and the EMRB CEO or an assigned EMRB Administration Manager.

### Meetings

The Stormwater Collaborative will meet as needed in accordance with the Collaborative Terms of Reference and/or as per any Project Charters approved by the EMRB under the Stormwater Collaborative.

The expected frequency of meetings of the Stormwater Collaborative are four to six meetings per year, not including projects.

The participation of Stormwater Collaborative members on projects will be as per an approved Project Charter.

Formal meeting notes will be prepared for meetings.

### Organization

“To be defined by the Board”
### Purpose
To establish a Solid Waste Collaborative for the Edmonton Metropolitan Region Board (EMRB).

The Solid Waste Collaborative will support the Metropolitan Region Servicing Plan (MRSP), now and in the future; and contribute to the implementation of the Edmonton Metropolitan Region Growth Plan (EMRGP).

### Overview

In addition, the Province mandated the EMRB to create a MRSP to identify services required to support and implement the EMRGP.

### Establishment
The Solid Waste Collaborative is created by the EMRB and is supported by the regional CAOs to provide advice and support to the MRSP “X” for the specific service area of Solid Waste.

### Accountability to the Board
The Solid Waste Collaborative receives authority on its Collaborative Terms of Reference including specific scope, and any related projects from the Board. The Solid Waste Collaborative will receive direction from the MRSP “X”, or as provided by the Board.

### Management
The Solid Waste Collaborative will be supported and coordinated by EMRB Administration. The EMRB CEO will assign an EMRB Administration Manager (e.g., Director, Project Manager) to coordinate support for the Solid Waste Collaborative.

The Solid Waste Collaborative will select a Chair from amongst the Solid Waste Collaborative members.

### Membership
The Solid Waste Collaborative will be comprised of senior subject matter experts (SMEs) from the thirteen (13) member municipalities of the EMRB. Participation by all member municipalities is mandatory, as a strong commitment is required.

To ensure continuity of the Solid Waste Collaborative, named alternates must be identified. Members and alternates must be available and committed to attending meetings for a minimum one-year period of time.

There is no compensation for members.

The Solid Waste Collaborative requires that the persons identified as members or named alternates have the necessary influence, skills, etc.
competencies, and experience in the service area of Solid Waste to contribute as outlined under **Duties and Responsibilities** below.

### Regional Stakeholders

The Solid Waste Collaborative may invite other regional stakeholders to participate in meetings and/or projects, where appropriate and when agreed. The regional stakeholders may include (but are not limited to):

- Roseridge Waste Management Services Commission
- Leduc and District Regional Waste Management Authority (Commission)
- Edmonton Regional Waste Advisory Committee (ERWAC)
- Beaver Municipal Solutions
- Alberta Environment and Parks
- Recycling Council of Alberta (RCA)
- Alberta Coordinate Action on Recyclables Enterprises (CARE)
- Solid Waste Association of North America
- Beverage Container Association
- Private industry
- Non-EMRB Edmonton Metropolitan Region municipalities
- Indigenous groups

### General Duties and Responsibilities

As a member of the Solid Waste Collaborative, members and named alternates will be responsible to:

- embrace and support the MRSP Principles and the Solid Waste Service Area Vision and Principles (see attached as an Appendix);
- attend and participate in Collaborative meetings;
- attend and participate in MRSP “X” meetings when requested
- represent the best interests of the Region;
- provide unbiased policy advice and information regarding relevant regional issues, policies, plans, programs and initiatives that may have an effect on the Region;
- assess, analyze and distill information provided by other technical experts and/or project teams;
- be willing to assist in completing assigned tasks as requested, depending on the needs of the Solid Waste Collaborative which may involve any of the following – supporting research, providing information, reviewing documents;
- providing advice and/or recommendations, reviewing drafts of documents and/or participating in the drafting of specific content, and supporting stakeholder consultation engagements, as needed; Solid Waste Collaborative; and
- be willing to volunteer on projects outside of Solid Waste Collaborative meetings.

Review materials in advance of meetings and come prepared to contribute to the discussion.
The scope of the Solid Waste Collaborative will be to:

- collaborate on regional level planning for Solid Waste;
- share regionally relevant data and information about Solid Waste;
- contribute to identification of regionally significant investments for Solid Waste;
- prioritize regional investments for Solid Waste management using approved criteria;
- contribute to the advocacy of a zero waste Region; and
- research and analyze different Solid Waste service delivery options for the Region; subject to the above, analyze governance implications for Solid Waste.

The work of the Solid Waste Collaborative will include:

- Efforts at the Solid Waste Collaboration Table
- Efforts in support of the Collaboration Table
- Efforts on Projects approved by the Board under the Solid Waste Collaborative
- Efforts at the Solid Waste Table with regional stakeholders in attendance

The Solid Waste Collaborative reports to the MRSP "X" and the EMRB CEO or an assigned EMRB Administration Manager.

The Solid Waste Collaborative will meet as needed in accordance with the Collaborative Terms of Reference and/or as per any Project Charters approved by the EMRB under the Solid Waste Collaborative.

The expected frequency of meetings of the Solid Waste Collaborative are four to six meetings per year, not including projects.

The participation of Solid Waste Collaborative members on projects will be as per an approved Project Charter.

Formal meeting notes will be prepared for meetings.

"To be defined by the Board"
Important Note: The reference to an MRSP “X” is simply a placeholder until the EMRB determines how and/or where the MRSP Collaborative(s) will fit into the EMRB Governance.

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<td>In addition, the Province mandated the EMRB to create a MRSP to identify services required to support and implement the EMRGP.</td>
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<td>Establishment</td>
<td>The Fire/EMS Collaborative is created by the EMRB and is supported by the regional CAOs to provide advice and support to the MRSP “X” for the specific service area of Fire/EMS.</td>
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<td>Accountability to the Board</td>
<td>The Fire/EMS Collaborative receives authority on its Collaborative Terms of Reference including specific scope, and any related projects from the Board. The Fire/EMS Collaborative will receive direction from the MRSP “X”, or as provided by the Board.</td>
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<td>There is no compensation for members.</td>
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<td>The Fire/EMS Collaborative requires that the persons identified as members or named alternates have the necessary influence, skills, and expertise to effectively contribute to the Collaborative’s goals.</td>
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competencies, and experience in the service area of Fire/EMS to contribute as outlined under *Duties and Responsibilities* below.

### Regional Stakeholders

The Fire/EMS Collaborative may invite other regional stakeholders to participate in meetings and/or projects, where appropriate and when agreed. The regional stakeholders may include (but are not limited to):

- Alberta Fire Commissioners Office
- Safety Codes Council
- Water Commissions
- AFFRACS Radio Project
- Alberta Health Services
- PSAP/911 Centres
- Private industry
- Non-EMRB Edmonton Metropolitan Region municipalities
- Indigenous groups

### General Duties and Responsibilities

As a member of the Fire/EMS Collaborative, members and named alternates will be responsible to:

- embrace and support the MRSP Principles and the Fire/EMS Service Area Vision and Principles (see attached as an Appendix);
- attend and participate in Collaborative meetings;
- attend and participate in MRSP “X” meetings when requested;
- represent the best interests of the Region;
- provide unbiased policy advice and information regarding relevant regional issues, policies, plans, programs and initiatives that may have an effect on the Region;
- assess, analyze and distill information provided by other technical experts and/or project teams;
- be willing to assist in completing assigned tasks as requested, depending on the needs of the Fire/EMS Collaborative which may involve any of the following – supporting research, providing information, reviewing documents;
- providing advice and/or recommendations, reviewing drafts of documents and/or participating in the drafting of specific content, and supporting stakeholder consultation engagements, as needed; Fire/EMS Collaborative; and
- be willing to volunteer on projects outside of Fire/EMS Collaborative meetings.

Review materials in advance of meetings and come prepared to contribute to the discussion.

### Scope

The scope of the Fire/EMS Collaborative will be to:

- collaborate on regional level planning for Fire/EMS;
- share regionally relevant data and information about Fire/EMS;
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|   | contribute to identification of regionally significant investments for Fire/EMS;  
|   | prioritize regional investments for Fire/EMS management using approved criteria; and  
|   | contribute to the advocacy of a Fire/EMS in the Region.  
| The work of the Fire/EMS Collaborative will include:  
|   | Efforts at the Fire/EMS Collaboration Table  
|   | Efforts in support of the Collaboration Table  
|   | Efforts on Projects approved by the Board under the Fire/EMS Collaborative  
|   | Efforts at the Fire/EMS Table with Regional Stakeholders in attendance  
| Reporting | The Fire/EMS Collaborative reports to the MRSP "X" and the EMRB CEO or an assigned EMRB Administration Manager.  
| Meetings | The Fire/EMS Collaborative will meet as needed in accordance with the Collaborative Terms of Reference and/or as per any Project Charters approved by the EMRB under the Fire/EMS Collaborative.  
|   | The expected frequency of meetings of the Fire/EMS Collaborative are four to six meetings per year, not including projects.  
|   | The participation of Fire/EMS Collaborative members on projects will be as per an approved Project Charter.  
|   | Formal meeting notes will be prepared for meetings.  
| Organization | "To be defined by the Board". |
Important Note: The reference to an MRSP “X” is simply a placeholder until the EMRB determines how and/or where the MRSP Collaborative(s) will fit into the EMRB Governance.

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<td>There is no compensation for members.</td>
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The Emergency Management Collaborative requires that the persons identified as members or named alternates have the necessary influence, skills, competencies, and experience in the service area of Emergency Management to contribute as outlined under Duties and Responsibilities below.

### Regional Stakeholders

The Emergency Management Collaborative may invite other regional stakeholders to participate in meetings and/or projects, where appropriate and when agreed. The regional stakeholders may include (but are not limited to):

- Alberta Emergency Management Agency
- Capital Region Emergency Preparedness Partnership
- Private industry
- Non-EMRB Edmonton Metropolitan Region municipalities
- Indigenous groups

### General Duties and Responsibilities

As a member of the Emergency Management Collaborative, members and named alternates will be responsible to:

- embrace and support the MRSP Principles and the Emergency Management Service Area Vision and Principles (see attached as an Appendix);
- attend and participate in Collaborative meetings;
- attend and participate in MRSP “X” meetings when requested;
- represent the best interests of the Region;
- provide unbiased policy advice and information regarding relevant regional issues, policies, plans, programs and initiatives that may have an effect on the Region;
- assess, analyze and distill information provided by other technical experts and/or project teams;
- be willing to assist in completing assigned tasks as requested, depending on the needs of the Emergency Management Collaborative which may involve any of the following – supporting research, providing information, reviewing documents;
- providing advice and/or recommendations, reviewing drafts of documents and/or participating in the drafting of specific content, and supporting stakeholder consultation engagements, as needed; Emergency Management Collaborative; and
- be willing to volunteer on projects outside of Emergency Management Collaborative meetings.

Review materials in advance of meetings and come prepared to contribute to the discussion.

### Scope

The scope of the Emergency Management Collaborative will be to:

- collaborate on regional level planning for Emergency Management;
- share regionally relevant data and information about Emergency
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The work of the Emergency Management Collaborative will include:

- Efforts at the Emergency Management Collaboration Table
- Efforts in support of the Collaboration Table
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- Efforts at the Emergency Management Table with regional stakeholders in attendance

---

**Reporting**

The Emergency Management Collaborative reports to the MRSP “X” and the EMRB CEO or an assigned EMRB Administration Manager.

**Meetings**

The Emergency Management Collaborative will meet as needed in accordance with the Collaborative Terms of Reference and/or as per any Project Charters approved by the EMRB under the Emergency Management Collaborative.

The expected frequency of meetings of the Emergency Management Collaborative are four to six meetings per year, not including projects.

The participation of Emergency Management Collaborative members on projects will be as per an approved Project Charter.

Formal meeting notes will be prepared for meetings.

**Organization**

“To be defined by the Board”.

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