



BACKGROUND

On December 12, 2019, the Edmonton Metropolitan Region Board (EMRB) approved the inaugural EMRB Metropolitan Region Servicing Plan Report followed by the approval to stand up an MRSP Standing Committee, on February 13, 2020.

In the development of the Metropolitan Region Servicing Plan (MRSP), the need for specific oversight was identified by the MRSP Task Force to ensure the implementation of the MRSP proceeded in a timely manner and served to meet the intended objectives of a servicing plan, as specified by the Edmonton Metropolitan Region Board Regulation.

PURPOSE

To provide a term of reference to define the scope and authorities of a MRSP Standing Committee, to oversee the implementation and ongoing evolution of the regional servicing plan consistent with the plan objectives.

DESCRIPTION

The Edmonton Metropolitan Region Servicing Committee (the “Committee”) provides strategic leadership, advice and direction for the implementation and integration of the inaugural MRSP outcomes with the Edmonton Metropolitan Region Growth Plan (the “Growth Plan”) based on the work of the regional Collaboratives. The initial four regional Collaboratives include *solid waste, stormwater, fire/EMS, and emergency management*.

The Committee reviews and recommends approval of projects for funding identified by the Regional Collaboratives to support or enable their work in accordance with approved workplans. The Committee is responsible for alignment of the priorities of the regional Collaboratives with those of the Board and regional Growth Plan.

The Committee will ensure the standing up of the four Collaboratives occurs in a staged manner throughout 2020, starting with solid waste. The Committee maintains knowledge of the progress and direction of the service areas currently identified as outside of the MRSP in order to understand alignment with the objectives of the Growth Plan.

OUTCOMES

Based on the MRSP guiding principles the intended outcomes of the Committee are to:

- Provide ongoing leadership and advice to the Board, to include:
 - Approval of workplans of the regional Collaboratives.



- Report on progress and performance of the Collaboratives.
- Monitor development, opportunities, and challenges for all service areas.
- Monitor risks and mitigation strategies arising from implementation.
- Prioritize and recommend projects requiring Board resources (e.g., budget for SME expertise to complete studies, research and data) for Board approval to advance the goals and objectives of the regional Collaboratives.
- Recommend strategic initiatives for participation in by member municipalities as identified by the regional Collaboratives. *Member municipalities will have the option to opt in or out of any strategic initiative brought forward to the Board.*
- Oversight for the alignment, integration, and implementation of strategic initiatives of the MRSP with the Growth Plan.

TERMS OF REFERENCE

1. AUTHORITY

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

2. AMENDMENTS TO THE TERMS OF REFERENCE

At any time, the Committee 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 Committee shall be comprised of elected municipal representation from the member municipalities, or designated alternates. The membership may include five members to include a representative from one city, one town, two counties, the City of Edmonton, and may be supplemented by subject matter expertise, as required.

4. TERM

The term of the Committee will be determined by the Board. The Board may elect to have alternating periods for members of the Committee. Members should be prepared to serve for a minimum of two years. New appointments may be made following a municipal election.

5. APPOINTMENT AND TERM OF THE CHAIR AND VICE CHAIR

The Board will appoint a Chair and Vice Chair. The Chair and Vice Chair must be appointed members of the Board.

6. EX-OFFICIO

The Board Chair and Chief Executive Officer, any representative from the province, subject matter experts are non-voting ex-officio members of the Committee.



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DECISION MAKING

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

8. QUORUM

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

9. DISPUTE RESOLUTION

The Committee 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 Board for discussion and resolution.

10. SUPPORT/RESOURCES

The Committee will be supported by the Chief Executive Officer, and an assigned staff member from Board Administration, and/or consultant resources, as required.

11. COMMUNICATIONS

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

12. MEETING FREQUENCY

At the first meeting of the Committee, a schedule of meetings will be established and approved by the Committee.

The frequency of the meetings will be determined and established to align with the workplan for the Committee. Where warranted, the Committee Chair 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 Committee will include its meeting minutes with the next Board meeting agenda package.



14. STATUS OF MEETINGS

- a. Committee 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 Committee may invite individuals from the province, industry, the public or other Board, Committee, to participate in specific agenda items. Matters emerging and voted on by the Committee 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 Committee reports to the Board, and provides regular updates, advice and recommendations on the progress of workplans, and projects for the regional Collaboratives. Provides recommendations to resolve existing issues, and additional service areas and progress as it relates to its mandate and expected outcomes of implementation of the MRSP in support of the Growth Plan.