



# Integrated Regional Transportation Master Plan Task Force Terms of Reference

## INTRODUCTION

The Edmonton Metropolitan Region Board (EMRB) has made significant progress to advance a regional transportation system through the adoption of the inaugural Integrated Regional Transportation Master Plan (IRMTMP) in 2011. Ongoing implementation of the IRTMP through the annual Regional Transportation Priorities review and ranking process has fostered a culture of collaboration and advocacy in setting the transportation priorities for the Region. The update to the IRTMP will build on these successes by strategically aligning with the policies and objectives of the Edmonton Metropolitan Region Growth Plan (Growth Plan) with a focus on building an integrated and multi-modal regional transportation system.

Transportation infrastructure is one of the most substantial investments needed to support growth and the economic competitiveness of the Region. Robust, effective and resilient transportation systems are often cited as key contributors to a region's economic success and competitiveness, highlighting the importance of the IRTMP update in helping EMRB achieve its 50-year vision.

Pursuant to Board policy, a Task Force will be established to carry out the Project Charter as approved by the Board.

## PURPOSE

To establish terms of reference for the IRTMP 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 of the IRMTMP and its major deliverables. The outcome will be to provide a framework and policy direction for the future of transportation and mobility to accommodate the growth in the Region, as well as an annual Regional Transportation Priorities Process to ensure ongoing implementation. The IRTMP will be in alignment with the objectives and policies in the Growth Plan.

The objectives of the IRMTMP update project includes:

1. Update IRTMP to implement policy direction and growth assumptions of Growth Plan;
2. Research and compile transportation plans from member municipalities and stakeholder organizations and collaboratively identify regionally significant transportation infrastructure;
3. Research and address the implications of emerging and/or disruptive technologies, transportation services and infrastructure;
4. Develop a preferred transportation system in alignment with models from member municipalities and Alberta Transportation;
5. Evaluate and update annual Regional Transportation Priorities criteria, methodology and process; and
6. Identify data sets and mapping products of importance to the Region and recommend a process for updating and reporting.



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## PROJECT DELIVERABLES

As outlined in the Project Charter, the key deliverables for the IRTMP include the following:

- An Environmental Scan will compile and review information from member municipalities and identified stakeholders, including but not limited to: adopted plans, policy documents, growth and transportation models, commissions, initiatives and studies relating to strategies and plans for all transportation modes. The Environmental Scan will also identify and present information on: emerging issues and technologies; existing and emerging funding program requirements; and, transportation best practices. Part of the risk and opportunity review will include a lessons learned review of the annual prioritization process and existing evaluation criteria and methodology to identify opportunities for improvement. The Environmental Scan will be delivered as a standalone report.
- A Regional Transportation Scenarios and Technical Report will build upon accepted findings from the Environmental Scan, and the consultant will identify different growth scenarios using Alberta Transportation's model. Alternative scenarios and methodology will be presented, and assumptions will be agreed upon for modelling. The model would be developed for interim use to inform policy discussion and development and may need adjustment upon drafting of the IRTMP.
- The Policy Framework will guide the development of the IRTMP principles, objectives strategies and policies by establishing a common understanding and approach to the project, as well as how to achieve consensus on policy direction and Work Group outputs. The Policy Framework document will also identify an approach for developing the Regional Transportation Priorities Evaluation Process, to ensure understanding of policy tiebacks prior to IRTMP development.
- The 2020 Regional Transportation Priorities Report will be developed using an adapted methodology and process reflecting the lessons learned exercise identified in the Environmental Scan and the preliminary approach identified in the Policy Framework. This interim exercise will inform necessary process or methodology changes for the final Regional Transportation Priorities Evaluation Process deliverable. The Integrated Regional Transportation Master Plan may result in necessary amendments to the interim process, methodology or criteria used in developing the 2020 report.
- Integrated Regional Transportation Master Plan (IRTMP). The IRTMP is a long-term strategic plan building upon the objectives and strategies of the Growth Plan. The IRTMP helps guide transportation decisions and public investment by developing a master plan of regionally significant transportation infrastructure and identifying strategies and targets to implement the objectives of the Growth Plan. The IRTMP will identify appropriate data sets for monitoring and reporting to ensure a clear understanding of the Region's progress in implementing the plan over time.
- The Regional Transportation Priorities Evaluation Process (Process) is an annual review and ranking of regionally significant transportation projects identified by member municipalities, resulting in a collective list of ranked projects approved by the Board for submission to the



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province for consideration in the Three-Year Capital Plan. The Process will need to be updated, including a review of criteria, methodology and weighting, to align with the updated IRTMP. A manual will be included for populating the proposed matrix or model to ensure consistent application of the Process going forward.

- 2021 Regional Transportation Priorities Report. Using the updated Regional Transportation Priorities Evaluation Process, the first annual (2021) Regional Transportation Priorities Report will be developed and delivered as a standalone report.

## TERMS OF REFERENCE

### 1. AUTHORITY

The Task Force shall be established by the Board and 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 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, the Province of Alberta and a Working Group.

#### Representation

- Edmonton
- 2 counties
- 2 cities
- 2 towns
- 1 Provincial Representative (non-voting)

At least one representative from each type of municipality – City, County, and Town - must be a Board member.

#### Appointment of Alternates

Alternates for each appointed voting member of the Task Force municipality shall be identified.

#### Working Group (non-voting)

The Task Force will be supported by a Working Group made up of regional technical experts with representation being determined based on the needs of the project.

### 4. TERM

The term of the Task Force is from its establishment by the Board and will continue for two years with the expectation that the final deliverable will be provided to the Board for approval in June 2021.



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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. The Chair and Vice Chair shall be appointed for the term of the Task Force.
6. **EX-OFFICIO**  
The Board Chair will be considered a non-voting ex-officio member of the Task Force.
7. **DECISION-MAKING**
  - a. Decisions, recommendations, and actions determined by the 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 the Task Force, or their designated alternates, may vote. Each member will have one vote. In the event of a tie, the motion is defeated.
  - b. All motions must be moved by a voting member. Motions require a simple majority of members in attendance to pass (50 percent plus one).
8. **QUORUM**  
Quorum is defined as 50 percent plus one of standing membership and may include representation in person, by telephone, or other telecommunication devices that permit participation.
9. **DISPUTE RESOLUTION**  
The Task Force Chair is accountable for ensuring effective and collaborative Task Force 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 Executive 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 (CEO), a Project Manager assigned by the CEO, Consultants as required, and a technical Working Group 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 established to align with the milestones and delivery dates of the project. Where warranted, the Task Force 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 electronic format.



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- 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 general public or other Board, Committee or 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 falls 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.

*Approved by the Edmonton Metropolitan Region Board on June 13, 2019 (Motion B2019-27).*