

# BOARD CHARTER

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# 1 INTRODUCTION AND CONTEXT

THIS BOARD CHARTER IS AN INTEGRAL COMPONENT OF THE EMRB GOVERNANCE SYSTEM AND SERVES TO REPRESENT THE COLLABORATIVE MANNER AND APPROACH OF THE BOARD IN WORKING COLLECTIVELY TO FULFIL THE MANDATE OF THE EMRB. THE CHARTER ACKNOWLEDGES THE INCREMENTAL STRENGTHS GAINED IN WORKING TOGETHER AND LEVERAGES THIS COOPERATIVE INFLUENCE IN DRIVING AND ACHIEVING IMPROVED OUTCOMES AND SHARED BENEFITS FOR THE REGION.

The Board embraces and finds inspiration in the rich and distinct character and histories of the 13 member municipalities that comprise the EMRB. The Board Charter seeks to support the continued development of a unified Region and building a culture of trust that welcomes the diversity of rural and urban perspectives and respects the uniqueness of individual communities.

The Board Charter serves as an affirmation on the part of all Board Members to acknowledge that the success of the EMRB requires a regional mindset appropriately balanced and informed by an intrinsic understanding and appreciation of the realities inherent in each member municipality.

The success of the Board and the ability of the EMRB to create the conditions necessary for thriving economies and livable, sustainable communities requires concerted collaborative efforts and a firm commitment to understand, respect and be responsive to the multitude of challenges and opportunities across the Region.

The Board Charter is further supported by the comprehensive EMRB Governance System which provides clearly documented administrative, finance, governance and human resource policies and procedures to ensure consistency in EMRB operational practices, and transparency and accountability to member municipalities, key stakeholders, regional residents, and the Government of Alberta.

In addition, the Governance System incorporates a robust committee and task force model to assist the Board in fulfilling its role in organizational oversight and accountability, and to support and inform the Board in data driven and evidence-based decision-making.

# 2 THE BOARD MANDATE

THE WORK OF THE BOARD IS GROUNDED IN THE EDMONTON METROPOLITAN REGION BOARD REGULATION.

**AS DEFINED BY THE REGULATION, 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.
- d) Ensure growth management and efficient use of land.
- e) Develop policies regarding the coordination of regional infrastructure and investment and service delivery.
- f) Promote the economic well-being and competitiveness of the Edmonton Metropolitan Region.
- g) Develop policies outlining how the Board should engage the public on the Growth Plan and the Servicing Plan.

**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.
- e) Develop and implement policies for the sharing of costs for regional projects for the Edmonton Metropolitan Region.

# 3 FOUNDATIONAL GOVERNING PRINCIPLES

THE FOLLOWING FOUNDATIONAL PRINCIPLES FORM THE BASIS FOR THE EMRB GOVERNING MODEL:

## 1. COLLABORATION: WORKING TOGETHER

We are committed to working together and with management, thinking and acting with a focus on strategy, to achieve common goals. Individually and collectively, Board members will act with clearly defined functions and roles.

## 2. INNOVATION: CREATIVE AND NIMBLE

We are leaders that seek, embrace, and adopt approaches that result in the most efficient and effective outcomes which lead to the region's long-term sustainability and resilience.

## 3. TRUST: RESPECT FOR DIVERSITY OF THOUGHT

We recognize diversity throughout the region, will foster healthy relationships and build trust by taking ownership of our results. Upholding high standards of conduct and behaviour, we invite rich debate and encourage the contribution of differing perspectives.

## 4. UNIFIED: ONE VOICE

We are champions for the Region, implementing the collective decision(s) of the Board and working toward our shared outcomes.

## 5. INFORMED: FACT AND EVIDENCE-BASED

We will base decisions as guided and informed by pertinent and current information that is subject to effective scrutiny and risk management. Success will be assessed through continuous monitoring, evaluation, and reporting.

## 6. OPEN AND TRANSPARENT: ACCOUNTABILITY

We acknowledge formal and effective processes for information sharing and decision making are essential. Creating an environment in which comprehensive information can be shared openly with the Board, between Board members, and with external stakeholders is equally important.

# 4 ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

CONSISTENT WITH THE VISION OF THE BOARD TO BE A HIGHLY STRATEGIC AND ENGAGED, THE ROLES AND RESPONSIBILITIES OF EACH BOARD MEMBER INCLUDE:

1. Attend scheduled Board, Committee, and Task Force meetings as appointed, including all special Board meetings.
2. Instill a strategic focus and inspire a compelling citizen-centric Board vision.
3. Review and evaluate Board meeting materials in advance of discussion.
4. Foster effective interpersonal relationships and work collaboratively with colleagues in collectively meeting the obligations of the Board.
5. Actively participate and in Board debate and discussion as may be required.
6. Demonstrate a working knowledge of the EMRB Regulation & other provincial obligations, the EMR Growth Plan, Metropolitan Region Servicing Plan, EMRB Policy Framework and Policy Suite, and EMRB Strategic and Business Plans including current EMRB Strategic Initiatives.
7. Keep up to date and informed of issues and trends that may influence the Region and may potentially impact the Board mandate.
8. Report on the activities and decisions of the Board to respective municipal councils.
9. Represent the Region and be prepared to speak at events, meetings and other such occasions as may be requested or required.
10. Maintain confidentiality as appropriate.

# 5 BOARD CULTURE AND PRACTICES

THE FOLLOWING ARE ADVANCED BY THE BOARD AS IDEALS OF RESPECTFUL CULTURE AND SUPPORTIVE PRACTICES IN ORDER TO ESTABLISH AND MAINTAIN TRUST AND FOSTER A SAFE AND RESPECTFUL WORKING ENVIRONMENT.

## BOARD CULTURAL IDEALS

1. LISTEN GENEROUSLY - Be open and receptive to new ideas and unique points of view. Listen carefully for the contributions of others and appreciate the legitimacy and value of diverse views, opinions, and perspectives.
2. TALK STRAIGHT - Speak candidly and respectfully, allow space for learning, ask questions, and build a shared understanding of complex and difficult issues.
3. SUPPORT AND APPRECIATE ONE ANOTHER - Commit to the premise we are all in this together and serve as the champion of one another. Recognize and celebrate the contributions of colleagues and our shared achievements.
4. HONOUR THE COMMITMENT OF ONE ANOTHER - Accept and respect the commitment of each Board Member to the mandate and vision for the Region.
5. BE INCLUSIVE - Hear all voices, provide leadership to foster and create a sense of belonging so that individually and collectively Board Members may offer and contribute their best work.
6. SEEK ALIGNMENT AND STRIVE FOR CONSENSUS - Vigorous and respectful debate is an indicator of a healthy Board. Endeavour to enable a constructive challenge function with the principal objective of facilitating the best possible solutions and outcomes.
7. ONE VOICE - The Board represents an agreed shared vision, strategy, and regional priorities.

## SUPPORTIVE BOARD PRACTICES

- i. Actively participate in conversations with a commitment to build alignment and consensus through inclusive and engaged discussion and in reaching acceptable compromise.
- ii. Stay focused on the issue being debated and come to meetings prepared.
- iii. Acknowledge and utilize Board Member knowledge, skills, and expertise.
- iv. Build and maintain a close working relationship with Board colleagues and the CEO - seek additional opportunities for personal engagement and relationship development.
- v. View constructive disagreement and discussion as a positive and healthy practice for the Board.
- vi. Address issues and challenges through the Board forum and established channels of communication.
- vii. Deal with conflicts in a timely and issues focused manner and seek to resolve issues internally.
- viii. Notify the Board Chair and/or CEO of any relevant information and supporting materials before meetings to ensure a no surprise environment.
- ix. Keep other Members of the Board fully informed, and when available, provide early information regarding emerging issues and concerns.



# Edmonton Metropolitan Region Board

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