



# **Executive Committee**

**Wednesday, July 4, 2018  
11:45 AM**

**Henry Baker Hall, Main Floor, City Hall**



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**OFFICE OF THE CITY CLERK**

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**Public Agenda  
Executive Committee  
Wednesday, July 4, 2018**

**Approval of Public Agenda**

**Adoption of Minutes**

Minutes from the meeting held on June 13, 2018

**Administration Reports**

EX18-14      White Butte Regional Planning Committee Memorandum of Agreement

**Recommendation**

- 1) That the Memorandum of Agreement and Terms of Reference for the White Butte Regional Planning Committee be amended, as outlined in Appendix A.
- 2) That the City Clerk be authorized to execute the amendment to the Memorandum of Agreement and Terms of Reference for the White Butte Regional Planning Committee as outlined in Appendix A, upon review and approval of the City Solicitor.
- 3) That this report be forwarded to the July 30, 2018 City Council meeting for approval.

**Resolution for Private Session**

AT REGINA, SASKATCHEWAN, WEDNESDAY, JUNE 13, 2018

AT A MEETING OF EXECUTIVE COMMITTEE  
HELD IN PUBLIC SESSION

AT 11:45 AM

**These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.**

Present: Councillor Jerry Flegel, in the Chair  
Mayor Michael Fougere  
Councillor Lori Bresciani  
Councillor Sharron Bryce (Teleconference)  
Councillor John Findura  
Councillor Bob Hawkins  
Councillor Jason Mancinelli  
Councillor Joel Murray  
Councillor Mike O'Donnell  
Councillor Andrew Stevens  
Councillor Barbara Young

Also in Attendance: City Clerk, Jim Nicol  
A/Deputy City Clerk, Amber Ackerman  
City Manager, Chris Holden  
A/City Solicitor, Cheryl Willoughby  
Executive Director, City Planning & Development, Diana Hawryluk  
A/Executive Director, City Services, Laurie Shalley  
Executive Director, Financial & Corporate Services, Barry Lacey  
Executive Director, Transportation & Utilities, Karen Gasmol  
Director, Communications & Customer Experience, Alan Clay  
Manager, Long Range Planning, Shanie Leugner  
Senior City Planner, Kim Sare

APPROVAL OF PUBLIC AGENDA

**Councillor Joel Murray moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, and that the delegations be heard in the order they are called by the Chairperson.**

ADOPTION OF MINUTES

**Mayor Michael Fougere moved, AND IT WAS RESOLVED, that the minutes for the meeting held on May 16, 2018 be adopted, as circulated.**

ADMINISTRATION REPORTS

EX18-12 Buffalo Pound Water Treatment Plan Corporation - 2017 Annual Report

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**Recommendation**

1. That the Buffalo Pound Water Treatment Corporation Annual Report attached as Appendix A and 2018 Capital & Operating Budgets as Appendix B be forwarded to Council for information.
2. That the Executive Director, Financial and Corporate Services, be delegated authority to negotiate, finalize and approve an amendment to the December 29, 2017 Asset Transfer Agreement between the City of Regina, the City of Moose Jaw and Buffalo Pound Water Treatment Corporation as well as any ancillary agreements or documents needed to transfer the following additional parcels of land to Buffalo Pound Water Treatment Corporation:

Surface parcel # 105634346  
Blk B Plan CX1058 Ext. 2  
As described on Certificate of title 60MJ02148

Surface parcel # 105634357  
Blk C, Plan CX1058 Ext. 3  
As described on Certificate of title 60MJ02148

3. That the City Clerk be authorized to execute the amendment to the Asset Transfer Agreement as well as any ancillary agreements or other documents to complete the transfer of the two parcels outlined in recommendation #2 above, upon review and approval of the City Solicitor.
4. That this report be forwarded to the June 25, 2018 meeting of City Council for approval.

Ryan Johnson, representing Buffalo Pound Water Treatment, addressed and answered questions of the Committee.

**Mayor Michael Fougere moved, AND IT WAS RESOLVED, that the recommendations in the report be concurred in.**

EX18-13 Policy Amendment to Charge for Intensification

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**Recommendation**

1. That the amendments to the City of Regina's *Administration and Calculation of Servicing Agreement Fees and Development Levies Policy* and *Administration of Servicing Agreement and Development Levy Agreement Policy*, as reflected in Appendix A and Appendix B respectively and which amendments establish applicable infill development rates and polices related to intensification as described in this report, be approved.

2. That the City Solicitor be directed to prepare the necessary bylaw amendment to *The Development Levy Bylaw No. 2011-16* to reflect the changes in Appendix A, *Administration and Calculation of Servicing Agreement Fees and Development Levies Policy* and Appendix B, *Administration of Servicing Agreement and Development Levy Agreement Policy* to this report.
3. That the 2019 and 2020 Servicing Agreement Fee and Development Levy rates related to intensification and set out in the following table be approved effective October 1, 2019:

**Table 1: Intensification Levy Rate by Land Use Type Chart**

LAND USE TYPE	RATE
Residential Unit Types (rate charged per unit)	
Secondary Suite	\$5,000
Single-Detached Dwelling	\$10,300
Semi-Detached Dwelling or Duplex	\$9,900
More than Two Dwelling Units (e.g. townhouse, triplex, etc.)	\$9,500
Apartment (less than two bedrooms)	\$5,000
Apartment (two or more bedrooms)	\$7,200
Office/Commercial/Institutional (rate charged per m <sup>2</sup> )	\$110
Industrial (rate charged per m <sup>2</sup> )	\$50

4. That City Administration be directed to consider the *Intensification Levy Policy* and its impact on affordable housing in its review of its *Housing Incentive Policy* planned for 2019.
5. That item CR16-94 be removed from the list of outstanding items for City Council.
6. That this report be forwarded to the June 25, 2018 City Council meeting for approval.

Diana Hawryluk, Executive Director, City Planning & Development, and Kim Sare, Senior City Planner made a power-point presentation, addressed and answered questions of the Committee. A copy of the presentation is on file in the Office of the City Clerk.

The following addressed the Committee:

- Stu Niebergall, representing Regina & Region Homebuilders' Association; and
- Chad Jedlic, representing Harvard Developments Inc.

**Mayor Michael Fougere moved that the recommendations contained in the report be concurred in.**

**Mayor Michael Fougere moved, in amendment, AND IT WAS RESOLVED, that the Administration report back in one year after the policy has been implemented.**

**The main motion, as amended, was put and declared CARRIED.**

RESOLUTION FOR PRIVATE SESSION

**Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that in the interest of the public, the remainder items on the agenda be considered in private.**

RECESS

**Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the Committee recess for ten minutes.**

The Committee recessed at 1:50 p.m.

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Chairperson

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Secretary

July 4, 2018

To: Members  
Executive Committee

Re: White Butte Regional Planning Committee Memorandum of Agreement

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RECOMMENDATION

- 1) That the Memorandum of Agreement and Terms of Reference for the White Butte Regional Planning Committee be amended, as outlined in Appendix A.
- 2) That the City Clerk be authorized to execute the amendment to the Memorandum of Agreement and Terms of Reference for the White Butte Regional Planning Committee as outlined in Appendix A, upon review and approval of the City Solicitor.
- 3) That this report be forwarded to the July 30, 2018 City Council meeting for approval.

CONCLUSION

The City of Regina (City) remains committed to the White Butte Regional Planning Committee (WBRPC). Following the withdrawal of three committee members, the City has agreed alongside the remaining members to continue to meet and advance ongoing projects and promote regional interests. As next steps, the WBRPC discussed going through a strategic planning exercise that would include a new work plan and priorities and to strengthen the Memorandum of Agreement (MOA) and Terms of Reference (TOR) upon which the WBRPC is based.

A revised MOA and TOR is attached as Appendix A. The proposed revisions were made with input from the members of the WBRPC and were guided by the WBRPC secretariat and all remaining WBRPC members will be taking the updated MOA to their respective Councils for adoption.

BACKGROUND

The City has been a member of the WBRPC since 2013. The WBRPC was formed to address regional issues affecting its member municipalities (Rural Municipality (RM) of Sherwood No. 159, RM of Edenwold No. 158, Town of White City, Town of Pilot Butte, Town of Balgonie, Village of Edenwold and the City of Regina). On January 24, 2018, City Administration were notified that three members (Town of Pilot Butte, Town of Balgonie, and RM of Edenwold No. 158) were leaving the WBRPC; however, a commitment remains to continue working towards greater regional collaboration through the WBRPC and for the WBRPC to operate as a strategic planning group promoting joint planning cooperation. The WBRPC has agreed to update its MOA and TOR to reflect the ongoing commitment to regional cooperation among its remaining members.

## DISCUSSION

Revisions to the MOA strengthens several aspects of the agreement's TOR. A chair of the WBRPC shall be appointed annually.

Membership to the WBRPC has been updated, the process of joining or withdrawing from the WBRPC has been updated and a jointly developed conflict resolution process has been added. In the past, there was a fixed annual fee of \$5000.00. The MOA now reads that each municipality agrees to contribute equitably to the operational costs of the WBRPC except for the Village of Edenwold, which will contribute 10 per cent of the contribution of the Towns and/or RMs or an amount deemed equitable based on population. The contribution amount will be determined annually. Regional Economic Development has been added to the purpose of the WBRPC. A full list of changes to the MOA is attached as Appendix B.

### Conflict Resolution

The following steps will be followed to resolve conflicts that arise between members of the WBRPC:

- 1) The complainant will contact the impacted member to discuss the issue and seek resolution. If this is not appropriate or not successful, the complainant will proceed to step two.
- 2) The complainant will bring the complaint to the secretariat. The secretariat will organize a facilitated conversation between all parties involved.
  - a) In this conversation the complainant will speak to the nature of conflict in a factual, non-prejudiced manner.
  - b) The objective of the conversation will be to understand the facts of the complaint and to determine a resolution.

If a resolution cannot be agreed upon by the involved parties, proceed to step three.

- 3) The secretariat will gather any additional information and perspective from each party involved.
- 4) The secretariat will present the information collected to the WBRPC in an anonymous manner. The secretariat will present alternative resolutions to resolve the conflict.
- 5) The WBRPC will discuss the alternative resolutions (or offer new ones) with the goal of coming to consensus on an appropriate resolution.

If consensus is not achieved, the WBRPC proceeds to step six.

- 6) The WBRPC will vote on alternative resolutions.
  - a) Should there be a tie – the WBRPC will further deliberate and a second vote will be held. This process will be repeated until a solution is determined.
  - b) If no solution is achieved, the WBRPC will seek the services of a contracted mediator.



## RECOMMENDATION IMPLICATIONS

### Financial Implications

The annual membership fee for the WBRPC was \$5000.00 for 2018. This fee was budgeted for within the existing council budget.

### Environmental Implications

None with respect to this report.

### Policy and/or Strategic Implications

The City's commitment to the WBRPC is in keeping with *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) - Section D1 Regional Context Goal 1 –Support Regional Growth: to support a more sustainable and beneficial approach to growth within the region through collaborative regional planning and service delivery. Section 3.2 of the OCP directs the City to work with regional partners to explore strategic planning initiatives.

### Other Implications

None with respect to this report.

### Accessibility Implications

None with respect to this report.

## COMMUNICATIONS

None with respect to this report.

## DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,



Shauna Bzdel, Director  
Planning

Respectfully submitted,



Diana Hawryluk, Executive Director  
City Planning & Development

Report prepared by:  
Brad McKenzie, Policy Analyst

**MEMORANDUM OF AGREEMENT**

**regarding**

**The White Butte Regional Planning  
Committee**

**between**

**The Village of Edenwold**

**The Town of White City**

**The City of Regina**

**And**

**The Rural Municipality of Sherwood No. 159**

**WHEREAS**, the Village of Edenwold, the Town of White City, the City of Regina, and the Rural Municipality of Sherwood No. 159 wish to form an inter-municipal advisory committee to determine and address regional issues affecting the four municipalities; and to advise and direct actions leading to a shared regional vision of success; and

**WHEREAS**, the Village of Edenwold, the Town of White City, the City of Regina, and the Rural Municipality of Sherwood No. 159 have jointly prepared a Terms of Reference for the White Butte Regional Planning Committee; and

**WHEREAS**, the Village of Edenwold, the Town of White City, the City of Regina, and the Rural Municipality of Sherwood No. 159 desire to maintain an agreement between the municipalities for the operation of the White Butte Regional Planning Committee.

**NOW THEREFORE**, by mutual covenant of the parties hereto it is agreed as follows:

### **TERM OF AGREEMENT**

- 1) The initial term of this Agreement shall be from the date that it is signed by all parties. Thereafter the Agreement will automatically renew annually for a further one-year term unless any party desires to amend the Agreement or attached Terms of Reference.
- 2) It is agreed by all parties that the White Butte Regional Planning Committee shall meet annually to review the terms and conditions of the Agreement and attached Terms of Reference.

### **INTER-MUNICIPAL COOPERATION**

- 1) The Village of Edenwold, the Town of White City, the City of Regina, and the Rural Municipality of Sherwood No. 159, agree to create a recommending body known as the White Butte Regional Planning Committee (the Committee).
- 2) The Committee will operate as a strategic planning, advisory, information sharing, recommending and oversight committee of all sub-committees created by the committee.
- 3) The Committee will meet no less than bi-monthly and will develop recommendations to the member municipal Councils to promote and direct joint planning for cooperation between the member municipalities and relevant provincial agencies in accordance with the attached Term of Reference.
- 4) Each member municipality shall appoint three representatives (two voting members plus one administrative member) to represent the municipality on the Committee, in accordance with the Terms of Reference.

## COMMITTEE OPERATIONAL COSTS

- 1) Each municipality agrees to contribute equitably to the operational costs of the Committee with the exception of the Village of Edenwold which will contribute ten percent of the contribution of the Towns and/or RMs or an amount deemed equitable based on population. The contribution amount will be determined annually.
- 2) No honorarium, wage or other remuneration will be provided to Committee members.
- 3) The Committee shall determine remuneration of the Secretariat and the Chair as needed.

Signed and witnessed in the community of \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor  
Town of White City

\_\_\_\_\_  
Administrator/Councillor  
Town of White City

\_\_\_\_\_  
Mayor  
Village of Edenwold

\_\_\_\_\_  
Administrator/Councillor  
Village of Edenwold

\_\_\_\_\_  
Mayor  
City of Regina

\_\_\_\_\_  
Administrator/Councillor  
City of Regina

\_\_\_\_\_  
Reeve  
RM of Sherwood No. 159

\_\_\_\_\_  
Administrator/Councillor  
RM of Sherwood No. 159

# White Butte Regional Planning Committee

## Terms of Reference

### Committee's Official Designation

The White Butte Regional Planning Committee (the Committee) members are the Village of Edenwold, the Town of White City, City of Regina, and the Rural Municipality of Sherwood.

### Purpose

#### The purpose of the Committee is to:

- Promote and foster long range planning and cooperation between member municipalities and provincial agencies.
- Provide an inter-municipal forum to communicate on regional issues.
- Advise the councils of member municipalities on matters of regional significance.
- Oversee and direct the implementation of a joint action plan on shared priorities achieving a regional vision of success.
- Identify mutual municipal objectives and opportunities for inter-municipal collaboration.
- Advocate on behalf of member municipalities to provincial agencies regarding regional growth initiatives and planning matters.
- Encourage planned, orderly growth of member municipalities in relation to neighbouring municipalities and for the benefit of the region as a whole.
- Pursue joint service delivery and share obligations and benefits on mutual objectives.
- Direct the implementation of strategies designed to achieve a regional vision, with initial priorities including (but not limited to):
  - Highway Infrastructure
  - Waste Management
  - Fire and Protective Services
  - Recreation
  - Waste Water Management
  - Treated Water Supply
  - Emergency Measures
  - Land Use Planning
  - Regional Economic Development
  - Education
  - 'Regionally Aware' Official Community Plans

## **Representation**

- The Committee will consist of eight members.
- Each member municipality will appoint two members to the Committee, consisting of two elected officials.
- Alternates may attend meetings when appointees are unavailable.
- Each member municipality is entitled to staff member or consultant/ advisor to attend the committee in a non-voting support capacity.
- *Guest members* may also be invited to participate in meetings and information sharing. Guest members are non-voting. Guest memberships are typically extended to municipalities or First Nations considering full membership in the Committee but may also be extended to related supporting organizations (e.g., industry, associations, provincial government).
- The Committee will provide oversight and guidance to any sub-committees that are formed.
- Sub-Committees will be formed to implement action plans on priorities and will consist of members approved by the Committee and will report to the Committee on a bi-monthly basis or as called.
- Sub-Committees will appoint a Chair to direct sub-committee meetings, direct the formation and implementation of action plans at hand and report to the Committee bi-monthly or as called.

## **Funding**

- An annual budget for the year will be recommended by the Committee at the beginning of each year and submitted to the member municipality councils for approval.
- Annual financial reports will be circulated to the members for review.
- An annual financial report will be prepared and recommended by the Committee at the conclusion of each year for submission to the member municipality councils for approval.
- The Committee will actively seek outside funding to support the budget of the Committee; including grants, programs, and initiatives.
- The Committee will not approve a deficit budget.

## **Addition of New Members**

Consideration for the addition of new members shall be as follows:

- An existing member must bring forward a motion for a new member community. A majority vote will result in a decision. The new member municipality will be invited to attend meetings as an observer for one year.

- The one-year observer period is intended to provide for a mutual evaluation of “fit” between the potential member and the Committee.
- Following the one-year observer period, the new member is invited to present rationale for membership status including mutual benefits to be accrued to the potential member and the Committee. Requests for membership will be determined by a vote of all Committee members. A favorable vote will be determined by a majority vote.

### **Withdrawal of Membership**

- Any member withdrawing from the Committee must do so in writing.
- Annual contributions are not subject to reimbursement in the event of a withdrawal of the member.
- Any monies held in reserve are not subject to reimbursement in the event of a withdrawal.
- In the event a member withdraws, the operations of the Committee and its sub-committees will continue as usual.

### **Meetings**

- Meetings shall be held at a minimum of once every two months.
- The meeting location will rotate between Committee communities unless otherwise determined by the Committee.
- Additional meetings may be scheduled by a majority decision.

### **Quorum**

- Where each municipality is represented by at least one Committee member or a designated elected official from that member council, the Committee is considered to have quorum.

### **Chair / Committee Facilitator**

- The Chair will be elected annually by majority vote.
- In the event that the Chair is not able to attend a meeting, the Deputy Chair shall serve in the Chair’s absence.
- The Chair will be a voting member unless they are an independent chair; in which case, they shall not be entitled to a vote
- The responsibilities of the Chair include:
  - facilitating the discussions of the Committee;
  - approving and setting the agenda of Committee meetings;
  - reviewing and approving the minutes of each Committee meeting;
  - spokesperson for the Committee;
  - oversight of the Secretariat; and,
  - signing authority for correspondence and expenditures of the Committee.

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#### Deputy Chair/Committee Facilitator

- The Deputy Chair shall be elected annually by majority vote.
- The Deputy Chair will assume the role of the Chair in the Chair's absence.

#### Term/Timelines

- The Terms of Reference and accompanying Memorandum of Agreement shall be reviewed annually at the first meeting of the calendar year.
- The Chair and Deputy Chair shall be elected at the meeting following the meeting to review the Terms of Reference and the Memorandum of Agreement.

#### Secretariat

- A Secretariat shall be contracted to provide ongoing support, research, and advise to the Committee.
- The Secretariat reports to the Chair of the Committee.
- Duties of the Secretariat shall include:
  - taking of minutes and preparation of meeting reports;
  - organization of Committee meetings with other agencies;
  - research of issues;
  - briefing of the Chair and other voting members;
  - facilitation services;
  - preparation of correspondence from the Committee; and
  - advise the Committee

#### Treasurer

- A treasurer shall be selected by the Committee.
- The treasurer is responsible to the Committee and reports to the Chair.
- Duties of the Treasurer shall include:
  - obtaining, validating, and remitting payment for invoices involving work done for the Committee;
  - Ensuring all invoices are approved by the Committee prior to payment;
  - obtaining, tracking, and reporting in-kind contributions from Committee members;
  - invoicing, tracking, and reporting financial contributions from Committee members;
  - managing all monies and accounts on behalf of the Committee;
  - creating quarterly and annual financial statements for the Committee;
  - creating an annual budget for the Committee; and,
  - drafting, gaining approval, and submitting reports required by the Committee to necessary agencies.



## **Communications & Reporting**

- Any agency, group or municipality may submit suggested agenda items to the Secretariat for discussion during the next regular Committee meeting.
- All communications to the Committee shall be received by the Secretariat.
- All communications representing the Committee shall be sent under the signature of the Chair.
- The Secretariat will prepare minutes of each meeting.
- Elected officials appointed by each member municipality are responsible for reporting the business of the Committee to their respective municipal councils.
- An annual report will be prepared by the Committee for distribution to stakeholders including the respective municipalities, provincial and federal governments, and citizens at large.

## **Conflict Resolution**

The following steps will be followed to resolve conflicts that arise between members of the Committee

1. The complainant will contact the impacted member to discuss the issue and seek resolution. If this is not appropriate or not successful, the complainant will proceed to step two.
2. The complainant will bring the complaint to the secretariat. The secretariat will organize a facilitated conversation between all parties involved.
  - a. In this conversation the complainant will speak to the nature of conflict in a factual, non-prejudiced manner.
  - b. The objective of the conversation will be to understand the facts of the complaint and to determine a resolution.

*If a resolution cannot be agreed upon by the involved parties, proceed to step three.*

3. The secretariat will gather any additional factual information and perspective from each party involved.
4. The secretariat will present the information collected to the Committee, in an anonymous manner. The secretariat will present alternative resolutions to resolve the conflict.
5. The Committee will discuss the alternative resolutions (or offer new ones) with the goal of coming to consensus on an appropriate resolution.

*If consensus is not achieved the Committee proceeds to step six.*

6. The committee will vote on alternative resolutions.
  - a. Should there be a tie – the committee will further deliberate, and a second vote will be held. This process will be repeated until a solution is determined.
  - b. If no solution is achieved, the committee will seek the services of a contracted mediator.

*\*only sections of the MOA that have proposed changes are shown below. Content of the MOA that is to remain the same as at signing in 2015, is excluded from the tables below\**

**Committee Operational Costs**

<b>Current MOA amended in 2015</b>	<b>Proposed Amendment</b>
<p>Each municipality agrees to contribute equitably to the operational costs of the WBRPC. The Village of Edenwold contributes ten per cent of the contribution to the Towns and RM, as it has a relative population approximating that percentage of the communities in the agreement. All members, except for the Village of Edenwold, contribute \$5,000 each per year.</p>	<p>Each municipality agrees to contribute equitably to the operational costs of the WBRPC except for the Village of Edenwold, which will contribute ten percent of the contribution of the Towns and/or RMs or an amount deemed equitable based on population. The contribution amount will be determined annually.</p>

**Committee’s Official Designation**

<b>Current MOA amended in 2015</b>	<b>Proposed Amendment</b>
<p>The WBRPC members are the RM of Edenwold No. 158, the Town of Balgonie, the Town of Pilot Butte, the Village of Edenwold, the Town of White City, City of Regina and the RM of Sherwood No. 159.</p>	<p>The WBRPC members are the Village of Edenwold No. 158, the Town of White City, City of Regina and the Rural Municipality of Sherwood No. 159.</p>

**Purpose**

<b>Current MOA amended in 2015</b>	<b>Proposed Amendment</b>
<p>Direct the implementation of strategies designed to achieve a regional vision, with initial priorities, including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Waste Management</li> <li>• Highway Infrastructure</li> <li>• Fire and Protective Services</li> <li>• Recreation</li> <li>• Waste Water Management</li> <li>• Treated Water Supply</li> <li>• Emergency Measures</li> <li>• Land Use Planning</li> <li>• Education</li> <li>• Regionally Aware Official Community Plans</li> </ul>	<p>Direct the implementation of strategies designed to achieve a regional vision, with initial priorities including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Waste Management</li> <li>• Highway Infrastructure</li> <li>• Fire and Protective Services</li> <li>• Recreation</li> <li>• Waste Water Management</li> <li>• Treated Water Supply</li> <li>• Emergency Measures</li> <li>• Land Use Planning</li> <li>• Regional Economic Development</li> <li>• Education</li> <li>• Regionally Aware Official Community Plans</li> </ul>

**Representation**

<b>Current MOA amended in 2015</b>	<b>Proposed Amendment</b>
<p><b>Representation</b></p> <ul style="list-style-type: none"> <li>• The WBRPC will consist of fourteen members.</li> <li>• Guest members may also be invited to participate in meetings and information sharing. Guest members are non-voting. Guest memberships are typically extended to municipalities or First Nations considering full membership in the WBRPC but may also be extended to related supporting organizations (e.g., industry, associations, provincial government).</li> <li>• Sub-Committees will be formed to implement action plans on priorities and will consist of members approved by the WBRPC and will report to the WBRPC monthly or as called.</li> </ul>	<p><b>Representation</b></p> <ul style="list-style-type: none"> <li>• The WBRPC will consist of eight members.</li> <li>• Guest members may also be invited to participate in meetings and information sharing. Guest members are non-voting. Guest memberships are typically extended to municipalities or First Nations considering full membership in the WBRPC but may also be extended to related supporting organizations (e.g., industry, associations, provincial government, First Nations communities).</li> <li>• Sub-Committees will be formed to implement action plans on priorities and will consist of members approved by the WBRPC and will report to the WBRPC bi-monthly or as called.</li> </ul>

**Funding**

<b>Current MOA amended in 2015</b>	<b>Proposed Amendment</b>
<p>Semi-annual financial reports will be circulated to the members for review.</p>	<p>Annual financial reports will be circulated to the members for review.</p>

**Meetings**

<b>Current MOA amended in 2015</b>	<b>Proposed Amendment</b>
<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• Meetings shall be held at least once monthly.</li> <li>• A schedule shall be approved quarterly by the WBRPC.</li> <li>• Additional meetings may be scheduled by a majority decision.</li> <li>• Where each municipality is represented by at least one WBRPC member or a designated and elected alternate, the WBRPC is considered to have quorum.</li> </ul>	<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• Meetings shall be held at a minimum of once every two months.</li> <li>• The meeting location will rotate between WBRPC communities unless otherwise determined by the WBRPC.</li> <li>• Additional meetings may be scheduled by a majority decision.</li> </ul>

**Withdrawal of Membership**

Current MOA amended in 2015	Proposed Amendment
N/A	<p><b>Withdrawal of Membership</b></p> <ul style="list-style-type: none"> <li>• Any member withdrawing from the WBRPC must do so in writing.</li> <li>• Annual contributions are not subject to reimbursement in the event of a withdrawal of the member.</li> <li>• Any monies held in reserve are not subject to reimbursement in the event of a withdrawal.</li> <li>• In the event a member withdraws, the operations of the WBRPC and its sub-committees will continue as usual.</li> </ul>

**Term/Timelines**

Current MOA amended in 2015	Proposed Amendment
The TOR and accompanying MOA shall be reviewed annually in November.	The TOR and accompanying MOA shall be reviewed annually at the first meeting of the calendar year.

**Chair/Committee Facilitator**

Current MOA amended in 2015	Proposed Amendment
<p><b>Chair/Committee Facilitator</b></p> <ul style="list-style-type: none"> <li>• The Chair will be elected from the voting WBRPC members designated by each municipality on a majority vote at least annually.</li> </ul> <p>The responsibilities of the Chair include:</p> <ul style="list-style-type: none"> <li>• Facilitating the discussions of the WBRPC.</li> <li>• Approving and setting the agenda of WBRPC meetings.</li> <li>• Reviewing and approving the minutes of each WBRPC meeting.</li> <li>• Signing authority for correspondence and expenditures of the WBRPC.</li> </ul>	<p><b>Chair / Committee Facilitator</b></p> <ul style="list-style-type: none"> <li>• The Chair will be elected annually by majority vote.</li> <li>• If the Chair is not able to attend a meeting, the Deputy Chair shall serve in the Chair’s absence.</li> </ul> <p>The responsibilities of the Chair include:</p> <ul style="list-style-type: none"> <li>• Facilitating the discussions of the Committee.</li> <li>• Approving and setting the agenda of WBRPC meetings.</li> <li>• Reviewing and approving the minutes of each WBRPC meeting.</li> <li>• Spokesperson for the WBRPC.</li> <li>• Oversight of the Secretariat.</li> <li>• Signing authority for correspondence and expenditures of the WBRPC.</li> </ul>

## Secretariat & Support

Current MOA amended in 2015	Proposed Amendments
<p><b>Secretariat &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Shall be the employee of the WBRPC and reports to the chair.</li> </ul> <p>Duties of the secretariat shall include:</p> <ul style="list-style-type: none"> <li>• Taking of minutes and preparation of meeting reports.</li> <li>• Organization of WBRPC meetings with other agencies.</li> <li>• The preparation of correspondence from the WBRPC.</li> <li>• The location of the accounts of the WBRPC will be determined by the WBRPC.</li> </ul>	<p><b>Secretariat</b></p> <ul style="list-style-type: none"> <li>• A Secretariat shall be contracted to provide ongoing support, research and advice to the WBRPC.</li> <li>• The Secretariat reports to the Chair of the WBRPC.</li> </ul> <p>Duties of the Secretariat shall include:</p> <ul style="list-style-type: none"> <li>• Taking of minutes and preparation of meeting reports</li> <li>• Organization of WBRPC meetings with other agencies.</li> <li>• Research of issues.</li> <li>• Briefing of the Chair and other voting members.</li> <li>• Facilitation services.</li> <li>• Preparation of correspondence from the WBRPC.</li> <li>• Advise the WBRPC.</li> </ul>

## Conflict Resolution

Current MOA amended in 2015	Proposed Amendment
<p>N/A</p>	<p><b>Conflict Resolution</b></p> <p>The following steps will be followed to resolve conflicts that arise between members of the WBRPC:</p> <ol style="list-style-type: none"> <li>1. The complainant will contact the impacted member to discuss the issue and seek resolution. If this is not appropriate or not successful, the complainant will proceed to step two.</li> <li>2. The complainant will bring the complaint to the secretariat. The secretariat will organize a facilitated conversation between all parties involved.             <ol style="list-style-type: none"> <li>a. In this conversation the complainant will speak to the nature of conflict in a factual, non-prejudiced manner.</li> </ol> </li> </ol>

	<p>b. The objective of the conversation will be to understand the facts of the complaint and to determine a resolution.</p> <p>If a resolution cannot be agreed upon by the involved parties, proceed to step three.</p> <p>3. The secretariat will gather any additional information and perspective from each party involved.</p> <p>4. The secretariat will present the information collected to the WBRPC in an anonymous manner. The secretariat will present alternative resolutions to resolve the conflict.</p> <p>5. The WBRPC will discuss the alternative resolutions (or offer new ones) with the goal of coming to consensus on an appropriate resolution.</p> <p>If consensus is not achieved, the WBRPC proceeds to step six.</p> <p>6. The WBRPC will vote on alternative resolutions.</p> <p>a. Should there be a tie – the WBRPC will further deliberate and a second vote will be held. This process will be repeated until a solution is determined.</p> <p>b. If no solution is achieved, the WBRPC will seek the services of a contracted mediator.</p>
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