

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.