

To: Mayor and Members of Council

September 6, 2011

Re: White Butte Memorandum of Agreement

### **Background**

The original members of the White Butte Regional Planning Committee are Pilot Butte, Balgonie, White City and the RM of Edenwold. The Village of Edenwold has been attending the meetings and has contributed to the Fire subcommittee. Chairman to the White Butte committee, Tim Sterzer, asked the Village of Edenwold if they would like to become a formal member of the White Butte Regional Planning Committee. The Village of Edenwold passed a motion to participate in the Regional Committee. Their contribution will be prorated based on their population.

### **Discussion**

The White Butte Regional Planning Committee passed a motion at their July 20, 2011 meeting to revise the Memorandum of Agreement for the White Butte Regional Planning Committee to include the Village of Edenwold.

Each member municipality must now pass a motion accepting the new Memorandum of Agreement for the White Butte Regional Planning Committee.

Attached to this report is the revised Memorandum of Agreement.

### **Budget Implications**

None

### **Conclusion**

There is no real change to the Memorandum of Agreement, except including the Village of Edenwold as a participating member.

### **Recommendation**

Administration recommends Council pass the following motion:

“THAT the revised Memorandum of Agreement regarding the White Butte Regional Planning Committee, which now includes the Village of Edenwold as a member, be accepted and signed.



*Town Manager*

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Shauna Bzdel".

Shauna Bzdel,  
Town Manager

**MEMORANDUM OF AGREEMENT**

**regarding**

**The White Butte Regional Planning  
Committee**

**between**

**The Rural Municipality of Edenwold No. 158,**

**The Town of Pilot Butte,**

**The Town of Balgonie,**

**The Village of Edenwold**

**and**

**The Town of White City**

**WHEREAS**, the Rural Municipality of Edenwold No. 158, the Town of Balgonie, the Town of Pilot Butte, the Village of Edenwold and the Town of White City 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 Rural Municipality of Edenwold No. 158, the Town of Balgonie, the Town of Pilot Butte, the Village of Edenwold and the Town of White City have jointly prepared a Terms of Reference for the White Butte Regional Planning Committee; and

**WHEREAS**, the Rural Municipality of Edenwold No. 158, the Town of Balgonie, the Town of Pilot Butte, the Village of Edenwold and the Town of White City desire to maintain an agreement between the municipalities for the operation of the White Butte Regional Planning Committee.

**WHEREAS**, The agreement had not included the Village of Edenwold, this agreement is amended with the purpose of including the Village.

**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 annually automatically renew for a further 1 year term unless any party desires to amend the Agreement or attached Terms of Reference.
- 2) It is agreed by the parties that every year the White Butte Regional Planning Committee shall meet to review the terms and conditions of the Agreement and attached Terms of Reference.

#### **INTER-MUNICIPAL COOPERATION**

- 1) The Rural Municipality of Edenwold No. 158, the Town of Balgonie, the Town of Pilot Butte, the Village of Edenwold and the Town of White City 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, recommending and oversight committee of all sub-committees created by the committee.
- 3) The Committee will meet on a monthly basis 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 support) 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. Please refer to the following schedule for operational costs of the committee. The Village contributes ten percent of the contribution of the Towns and RM, as it has a relative population approximating that percentage of the other communities in the agreement. For the year June 2010 to June 2011, the Towns and RM had contributed \$5,000 each.
- 2) No honorarium, wage or other remuneration will be provided to Committee members out of the budget of the Committee, other than in regards to #3 below
- 3) The remuneration of the Secretariat and the Chair shall be determined by the Committee as needed.

Signed and witnessed in the community of \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Reeve  
RM of Edenwold No. 158

\_\_\_\_\_  
Administrator  
RM of Edenwold No. 158

\_\_\_\_\_  
Mayor  
Town of Balgonie

\_\_\_\_\_  
Administrator  
Town of Balgonie

\_\_\_\_\_  
Mayor  
Town of Pilot Butte

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Administrator  
Town of Pilot Butte

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

\_\_\_\_\_  
Administrator  
Town of White City

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

\_\_\_\_\_  
Administrator  
Village of Edenwold

# White Butte Regional Planning Committee

## Terms of Reference

### Committee's Official Designation

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

### Purpose

- To promote and foster long range planning and cooperation between member municipalities and provincial agencies.
- To provide an inter-municipal forum to communicate on regional issues.
- To advise the councils of member municipalities on matters of regional significance.
- To oversee and direct the implementation of a joint action plan on shared priorities achieving a regional vision of success.

### Mandate

- Identify broad regional growth priorities.
- 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
  - Education
  - 'Regionally Aware' Official Community Plans

## **Representation**

- The Committee will consist of ten members.
- Each member municipality will appoint two members to the Committee, consisting of two elected officials.
- Each member municipality is entitled to one staff member or consultant/advisor attends the committee in a non-voting support capacity.
- 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 designated from each community and will report to the Committee on a monthly basis or as called.
- Sub-Committees will appoint a Chair to direct sub-committee meetings, direct the formation and implementation of action plans on the priority at hand and report to the Committee 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.
- Semi-annual financial reports will be circulated to the committee 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.

## **Meetings**

- Meetings shall be held at least once monthly.
- A schedule will be approved quarterly by the Committee.
- Additional meetings may be scheduled by a majority decision.
- Where each municipality is represented by at least one Committee member or a designated and elected alternate, the Committee is considered to have quorum.

### **Chair / Committee Facilitator**

- The Chair will be elected from the voting Committee members designated by each municipality on a majority vote at least annually.
- A Deputy Chair shall also be elected by the voting Committee members designated by each municipality on a majority vote at least annually. The Deputy Chair's responsibilities will be to fill in for the Chair in their absence.
- The Chair and Deputy Chair positions shall be determined during the meeting following the annual Terms of Reference review.
- 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; and
  - signing authority for correspondence and expenditures of the Committee.

### **Term/Timelines**

- The Terms of Reference and accompanying Memorandum of Agreement shall be reviewed annually on or before the 30<sup>th</sup> of June.

### **Secretariat & Support**

- Shall be the employee of the Committee and reports to the Chair.
- Duties of the Secretariat shall include:
  - the taking of minutes and preparation of meeting reports;
  - the organization of Committee meetings with other agencies;
  - the preparation of correspondence from the Committee; and
  - the location of the accounts of the committee will be determined by the committee.

### **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 set under the signature of the Chair.
- Minutes of each meeting will be prepared by the Secretariat.
- The elected officials appointed by each municipality will be responsible for reporting 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.