



Policy:	G019 –Board membership review process
Effective Date:	September 10, 2015
Approved by:	Board

PURPOSE

The Board Regulation established the Board and stipulates the participating municipalities and it is within the Province's authority to designate participating municipalities. This policy establishes a process for review of the Board's participating municipalities and outlines steps to request joining or leaving the Board.

POLICY

The Board's participating municipalities are mandated through the Regulation.

A participating municipality of the Board must be contiguous to another participating municipality.

1. MEMBERSHIP REVIEW

- a. The Board may conduct a membership review of participating municipalities once every four years upon the Board passing a motion to do so.
- b. A membership review cannot take place within the one year period leading up to a municipal election, or within the one year period after a municipal election.
- c. Municipalities designated as a County, or specialized municipality, or with an urban population of 5,000 or greater, within the Board boundary, must participate in the Board's activities.

2. PROCESS

- a. Upon the passing of a motion to conduct a membership review;
- b. The Board shall notify the Minister of Municipal Affairs that the Board is undergoing a membership review.
- c. The Board Chair shall request eligible participating municipalities—who do not meet the criteria in the Membership Review section above—to provide a written position supported by a Council motion, if they wish to seek support from the Board for a change in membership status. If an eligible participating municipality does not submit a written position supported by a Council motion, it will be assumed the participating municipality wishes to remain a participating municipality of the Board.
- d. The Board shall request that municipalities, which are not participating municipality, that fall within the Board Boundary, and have crossed the urban population threshold of 5,000, join the Board.
- e. Municipalities wishing to gain Board support to change their membership status shall provide their written position, supported by a Council motion, within 90 calendar days of the Board motion to review its membership.
- f. Motions to join or withdraw must be worded as follows:



Policy G019 Membership Review Process

JOIN	REMAIN	WITHDRAW
<p><i>That the _____ of _____ wishes to become a "participating municipality" of the Board pursuant to the Board Regulation, , and requests that: (a) the Minister of Municipal Affairs and the Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Board Regulation to give effect to this request, and; (b) the Board pass a resolution to support this request by the _____ of _____.</i></p>	<p>No motion needed.</p>	<p><i>That the _____ of _____ wishes to terminate its status as a "participating municipality" pursuant to the Board Regulation and requests that: (a) the Minister of Municipal Affairs and the Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Board Regulation to give effect to this request, and; (b) the Board pass a resolution to support this request by the _____ of _____.</i></p>

- g. A municipality may withdraw its motion requesting to change its Board membership status, within the 90 calendar day window, with another council motion requesting a withdraw of the original motion.
- h. Upon completion, the CEO shall present the results of the membership review to the Board at the next scheduled Board meeting.
- i. The Board may make the following motions in support:

JOIN	REMAIN	WITHDRAW
<p><i>That the Board supports _____ of _____'s request to become a "participating municipality" of the Board pursuant to the Board Regulation, and request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Board Regulation to give effect to the request of _____ of _____.</i></p>	<p>No motion needed.</p>	<p><i>That the Board supports the _____ of _____'s request to terminate its status as a "participating municipality" pursuant to the Board Regulation, and request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Board Regulation to give effect to the request of _____ of _____.</i></p>

- j. Voting Structure



- i. If the Board supports a change in Board membership, the Board shall review the voting structure taking the proposed membership into account.
 - ii. The CEO shall undertake a voting structure review and propose a modified voting structure with the same as the voting structure outlined in the Board Regulation..
 - iii. The final voting structure shall be presented to the Board for review.
 - iv. Recommendation to the Province shall occur based on the Board's approved motion and in conjunction with the requested change in membership.
- k. Notifying the Province
 - i. The Province will be notified upon the Board taking an official position on listing of participating municipalities and associated change to voting structure:
 - ii. If the Board supports a change in Board membership, the Board must request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a regulation replacing or amending the Board Regulation with an updated list of participating municipalities.
 - iii. If the Board supports a change in voting structure, the Board must request that the Minister of Municipal Affairs and Lieutenant Governor in Council take such steps as are required to enact a Ministerial Order replacing or amending *the* Board Regulation with an updated voting structure.
- l. Actions upon Membership Change approved by the Province
 - i. The CEO shall notify municipalities within the Board boundary of any change in membership
 - ii. The CEO shall conduct a Committee structure review within a six month period of any membership change occurring and present the results to the Executive Committee through to the Board
 - iii. The CEO shall conduct a policy review within a six month period of any membership change occurring and present the results to Executive Committee through to the Board

3. UNDERSTANDING MEMBERSHIP

- a. Obligation of Participating Members
 - i. Participating Municipalities shall adhere to the Board Regulation.
 - ii. Participating Municipalities shall adhere to Board Policies.
 - iii. Participating Municipalities shall act in good faith and in accordance with decisions of the Board.
 - iv. Participating Municipalities shall be required to finance Board initiatives, subject to a cost sharing formula, if the Board approves funding above and beyond core funding.



Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
June 26, 2015	Created	Created
August 25, 2015	Amended	Amended with comments made by Governance, Priorities and Finance Committee meeting
September 10, 2015	Approved	Approved by the Board
April 5, 2016	Amended	Linked Membership and voting
October 13, 2016	Approved	Approved by the Board
October 31, 2017	Amend	Non-substantive changes to ensure compliance with the new MGA, Regulation, Growth Plan, and approved Board Governance Structure