

## **TERMS OF REFERENCE WEST RIVER GROUP**

**The terms below describe an informal association by the communities of Afton, Bonshaw, Meadowbank, New Haven-Riverdale, and West River for a number of purposes related to planning for municipal development. This Committee began from a need to commission a formal growth study, but other areas of community services and function will need attention and may benefit from cooperation between our closely related municipalities. We commit to work together for as long as there is merit in doing so.**

Our main goal is to work with the successful consulting team to identify and answer questions Identified within the West River Group RFP.

Other areas for investigation and discussion include:

- Current challenges facing our municipalities – such as: property taxes, land use planning, community identities, the challenge of finding volunteers to run for council in our small, rural municipalities, an aging population, and resources needed to administer our roles as rural municipalities under the Municipal Governance Act;
- Opportunities associated with working together – such as: shared services, stronger voice, improved planning and management, community growth, etc.;
- Areas of potential cooperation to be examined include: extension of existing services, cost-sharing of services, involvement of unincorporated areas and the potential of municipal amalgamation
- Working with successful consulting team to identify and answer questions Identified within the West River Group RFP;
- Identifying and making recommendations to our individual rural communities on the best approach to comply with the regulations association with the Municipal Governance Act;
- Maintaining a list of challenges as they arise which could include identifying how communities are represented or the possible establishment of ward systems within an amalgamated West River Group.

### **WEST RIVER GROUP MEMBERSHIP**

Membership within the group is comprised of up to 2 representatives of each of the Rural Municipalities of Afton, Bonshaw, Meadowbank, New Haven-Riverdale and West River. Member rural municipalities agree to maintain membership and participation within the West River Group for the duration of the Municipal Management Study and during the presentations of the findings within the Study.

## **WEST RIVER GROUP STRUCTURE/ORGANIZATION**

The West River Communities Group will include members of council from each municipality. Each municipality selects their representatives decides who their representatives will be but are expected to ensure that there are 2 representatives selected and that there will be consistent representation of their municipality at meetings for the duration of the management study and the presentation of final report to the five communities.

Each rural community will be represented by up to 2 representatives but at meetings, there will only be one vote per community. Decision-making by the group will be attempted through consensus but if consensus is not possible, a simple majority will make decisions.

The quorum for the West River Group will consist of a representative of each of the five rural municipalities.

Other appropriate guests (non-voting) will be invited to attend meetings when required.

The Chair of the West River Group will be selected from within the group. The Chair will take the lead in calling meetings, setting the agenda and facilitating the discussion of agenda items. The Chair will act as spokesperson on behalf of the West River Group. As backup and for continuity, a Vice-Chair will be selected from the group.

The members of the West River Group will hold a minimum of one meeting per month, however, it is anticipated that during the study process, the frequency may be higher than one meeting a month.

Each community will be invited to take turns hosting meetings and provide space.

The West River Group will set up sub-committees of the main group. Such committees can include a management committee, study selection committee, a finance committee, a hiring committee, etc. A finance committee will be established to confirm the expenses and expenditures of the West River Group.

As part of the West River Group structure, a project coordinator will be hired on a contract basis. This is a non-voting position. The position duties are outlined below (input final job posting here).

## **WEST RIVER GROUP MEMBER ACCOUNTABILITY AND REPORTING RESPONSIBILITIES**

The Rural Municipalities of Afton, Bonshaw, Meadowbank, New Haven/Riverdale and West River Councils agree to remain members of the West River Group until completion of the Municipal Management Study, its presentations to the public and the presentation of the Group's recommendations to the five rural municipalities.

Each of the Rural Municipalities of Afton, Bonshaw, Meadowbank, New Haven/Riverdale and West River agree to send representatives to the West River Group and the rural communities further agree that their representatives will attend scheduled meetings, will inform the West River Group Chair if they are unable to attend a meeting and that their representatives will be responsible for reporting to their own municipal councils until the West River Group completes its work. Each rural municipality member will ensure that representatives attend the scheduled meetings of the West River Group and will ensure that their representatives agree to respect confidentiality when required.

Each of the five councils has committed its membership and responsibilities within the West River Group compilation by passing a resolution within Council and accepts responsibility for operating within the guidelines defined within grant funding received to implement and complete the West River Group Management Study.