



Effective date: September 10, 2015
Approved by: Capital Region Board

CAPITAL REGION BOARD MEMBERSHIP REVIEW PROCESS

PURPOSE

The Capital Region Board (CRB) 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 Capital Region Board's participating municipalities and outlines steps to request joining or leaving the CRB.

POLICY

1. The Capital Region Board's participating municipalities are mandated through the *Capital Region Board Regulation, Alta. Reg. 38/2012*.
2. A participating municipality of the Capital Region Board must be contiguous to another participating municipality.

Membership Review

1. The Capital Region Board may conduct a membership review of participating municipalities once every four years upon the Board passing a motion to do so.
2. 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.
3. Municipalities designated as a County, or specialized municipality, or with an urban population of 5,000 or greater, within the Capital Region Board boundary, must participate in the Capital Region Board's activities.

PROCESS

Upon the passing of a motion to conduct a membership review;

1. The Capital Region Board shall notify the Minister of Municipal Affairs that the Capital Region Board is undergoing a membership review.
2. The Capital Region 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 Capital Region 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 Capital Region Board.
3. The Capital Region Board shall request that municipalities, which are not participating municipality, that fall within the Capital Region Board Boundary, and have crossed the urban population threshold of 5,000, join the Capital Region Board.
4. Municipalities wishing to gain Capital Region Board support to change their membership status shall provide their written position, supported by a Council motion, within 90 calendar days of the Capital Region Board motion to review its membership.
5. Motions to join or withdraw must be worded as follows:

JOIN	REMAIN	WITHDRAW
<p><i>That the _____ of _____ wishes to become a "participating municipality" of the Capital Region Board pursuant to the Capital Region Board Regulation, Alta. Reg. 38/2012, 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 Capital Region Board Regulation to give effect to this request, and; (b) the Capital Region 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 Capital Region Board Regulation, Alta. Reg. 38/2012, 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 Capital Region Board Regulation to give effect to this request, and; (b) the Capital Region Board pass a resolution to support this request by the _____ of _____.</i></p>

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

JOIN	REMAIN	WITHDRAW
<p><i>That the Capital Region Board supports _____ of _____'s request to become a "participating municipality" of the Capital Region Board pursuant to the Capital Region Board Regulation, ALTA. Reg. 38/2012, 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 Capital Region Board Regulation to give effect to the request of _____ of _____.</i></p>	<p>No motion needed.</p>	<p><i>That the Capital Region Board supports the _____ of _____'s request to terminate its status as a "participating municipality" pursuant to the Capital Region Board Regulation, ALTA. Reg. 38/2012 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 Capital Region Board Regulation to give effect to the request of _____ of _____.</i></p>

Voting Structure

1. If the Board supports a change in Board membership, the Board shall review the voting structure taking the proposed membership into account.

2. The CEO shall undertake a voting structure review and propose a modified voting structure with the same ratio (75% of population and 66% +1 of participating municipalities) as the voting structure outlined in *Capital Region Board Regulation, ALTA. Reg. 38/2012*.
3. The proposed amendments to the Board voting structure shall be reviewed by Governance, Priorities & Finance Committee.
4. The final voting structure shall be presented to the Board for review.
5. Recommendation to the Province shall occur based on the Board’s approved motion and in conjunction with the requested change in membership.

Notifying the Province

1. The Province will be notified upon the Board taking an official position on listing of participating municipalities and associated change to voting structure:
 - a. 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 *Capital Region Board Regulation, ALTA. Reg. 38/2012 Part 5 Schedule – Participating Municipalities* with an updated list of participating municipalities.
 - b. 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 *Capital Region Board Regulation, ALTA. Reg. 38/2012 Part 1 Section 5(2) – Voting rights of representatives*, with an updated voting structure.

Actions upon Membership Change approved by the Province

1. The CEO shall notify municipalities within the Capital Region Board boundary of any change in membership
2. The CEO shall conduct a Committee structure review within a six month period of any membership change occurring and present the results to the Governance, Priorities & Finance Committee through to the Board
3. The CEO shall conduct a policy review within a six month period of any membership change occurring and present the results to the Governance, Priorities & Finance Committee through to the Board

UNDERSTANDING MEMBERSHIP

Obligation of Participating Members

1. Participating Municipalities shall adhere to the Capital Region Board Regulation.
2. Participating Municipalities shall adhere to Capital Region Board Policies.
3. Participating Municipalities shall act in good faith and in accordance with decisions of the Board.
4. 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	Capital Region Board approval
April 5, 2016	Amended	Linked Membership and voting
October 13, 2016	Approved	Board approved