Mayors and Reeves of

Manitoba's Capital Region

Memorandum of Understanding

UNANIMOUSLY APPROVED-
SEPTEMBER 19, 2003

This Memorandum of Understanding has been developed by referring to previously approved material developed by the Mayors and Reeves of the Capital Region. The source of this material is indicated in each section.

PREAMBLE

The Mayors and Reeves of the Capital Region are committed to a relationship of cooperation founded in communication, mutual understanding, trust and respect. We believe that through collaboration, the Capital Region as a whole can be greater than the sum of its parts, and an model of regional cooperation and planning (include examples of places where it has worked)

Our partnership provides the opportunity for Capital Region municipalities to discuss and work on issues that cross their respective boundaries. It supports a flexible approach that recognizes that different issues may involve different stakeholders and different regional processes.

The Mayors and Reeves of the Capital Region are supportive of the many regional and inter-municipal initiatives that currently exist in the Manitoba Capital Region. It recognizes and supports the autonomy of local government to develop and implement inter-municipal agreements. The organization also recognizes local government autonomy to deal with other governments and stakeholders directly.

VISION

We support a vision statement for the Capital Region, namely:

"A safe, healthy, efficient, prosperous and strong Capital Region with a strong Capital City, where the public, governments, and organizations work together cooperatively, enhancing community development opportunities, effectively managing resources, and providing all citizens with a high quality of life."

OBJECTIVES

Within an umbrella of social, economic and environmental sustainability and a regional plan for Manitoba's Capital Region, we agree to:

- Work toward the realization of a shared vision for the region wherein all partners benefit;
- Work together to develop a competitive, economically strong Capital Region;

- Build strong Civic leadership in the Capital Region, strengthen our working relationships, and create awareness of Capital Region issues and concerns;
- Creatively seek opportunities for the provision of services on a regional basis;
- Be a 'collective voice' to the provincial and federal governments on significant regional issues;
- Create opportunities for the involvement of citizens, business, and not-for-profit organizations in regional thinking and decision-making.

SIGNATORIES/PARTNERS

RM of East St. Paul Reeve
RM of Headingly Reeve
RM of MacDonald Reeve
RM of Ritchot Mayor
RM of Rockwood Reeve
RM of Rosser Reeve
RM of St. Andrews Reeve
RM of St. Clements Reeve
RM of St. Francois-Xavier Reeve
City of Winnipeg Mayor,
Secretary of Intergovernmental Affairs
City of Selkirk Mayor
RM of Springfield Reeve
Town of Stonewall Mayor
RM of Tache Reeve
RM of West St. Paul Reeve

GOVERNANCE

The way in which the Mayors and Reeves govern themselves is based on the following principles:

Principles

1. **Ongoing Dialogue** - We understand that the benefits of cooperation will be realized through dialogue. We will support an ongoing forum for discussion and decision-making
2. **.Decisions by Consensus** - We recognize the need to develop united positions that are reflective of all the interests of the municipalities in the Capital

Region. We will build support through discussion and make decisions by consensus.

3. **Sharing Information** - we understand the importance of openness. We are committed to communication and sharing information among one another.
4. **Shared Agenda-setting** - we understand that the forum must serve the needs of all its members. The agenda will be set collaboratively.
5. **Building Partnerships** - we recognize that the keystone of regional cooperation is partnership. We will maximize effort and commitment through partnership agreements.
6. **Conflict Resolution** - we understand that there will be differences of opinion. In resolving issues, we will seek solutions that meet all needs around the table and we will help one another to find those solutions and overcome disputes.
7. **Declaration of Interests** - Members agree to reveal their interests as early as possible in the discussion of any issue so as to give the other Members the maximum opportunity to help to address the issue.
8. **Building Collective Solutions** - Members agree to build solutions that will meet the needs of all parties around the table, not simply their own.

Membership

- Membership in the Corporation will be confined to the Mayor of Winnipeg, the Secretary of Winnipeg Intergovernmental Affairs or his/her designate, and the Mayors and Reeves of the No. 1 Municipalities of the Capital Region.
- Members may identify an alternate elected official to attend a meeting in their stead. It is the responsibility of the Member to ensure the alternate is sufficiently briefed that they are able to play a full role in the deliberations and will not appreciably slow the work of the group.

Quorum

- The quorum for the transaction of business at any meeting of members shall consist of not less than 51% of the full membership. Members may be personally present or represented by proxy or alternates. No business shall be transacted at any meeting unless such a quorum is present at the commencement of business.

Meetings of Members

- Annual Meeting - The annual meeting of the members shall be held in Manitoba, on such day during May in each year and at such time as the directors may, by resolution determine or, if all members entitled to vote t such meetings so agree, at one place or more outside of Manitoba.
- Regular Meetings - Members will meet bi-monthly on the 2nd Saturday of the month from, 9:00 a.m. to 12:00 p.m. Such meetings will convene throughout the Capital Region in accordance with the directions of the Board, the precise location to be communicated to the members with 7days notice.
- Special Meetings - Special meetings of the members may be convened at any time by order of the Chairperson or of the Executive Committee or of the Board to be held in the Capital Region in Manitoba, or if all the members entitled to vote at such meeting so agree, or if the Articles of the Corporation so provide at one place or more outside of Manitoba.

Decision-making

- Every question (related to the administration of the affairs of the organization) submitted to any meeting of members shall be decided by a majority of votes given on a show of hands unless otherwise specifically provided by statute or by these by-laws. In case of an equality of votes, the Chairman of the meeting shall have both on a show of hands, and on a poll, a second or casting vote.

Officers

- The Board shall annually, or as often as it may be required, appoint a Chairman, and in consideration of composing an Executive Committee, the Board may also annually or oftener, as may be required appoint, a Vice-Chairman, a Treasurer and one or more members at large. The past chairperson will also remain on the Executive Committee. The appointment of officers (with the exception of the position of Chairman) to specific portfolios within the Executive Committee, may be made by the Executive Committee itself.

Setting of Agendas

- Normally, an agenda for one meeting is outlined at the preceding meeting. If additional agenda items are

proposed, the suggestions should be communicated to members at least two weeks prior to the proposed meeting with at least one week allowed for comment on the draft agenda. A final draft agenda will then be prepared based on the initial proposals and the comments received and will be distributed to the members at least one week prior to the proposed meeting. Draft agendas may be prepared on the instruction of the Executive Committee, or by the Chairperson together with the Executive Assistant (consultant).

Meeting Notice

- Normally, the timing of one meeting will be established at the preceding meeting. Should that not occur, a meeting may be called on two weeks notice.
- The precise location of a regular meeting is to be communicated to the members with 7 days notice.

Meeting Location

- Normally, meetings will be held in the various member municipalities. Meetings are limited to the Mayors and Reeves and/or their alternates and invited guests.

Relations with the Media and Representing Deliberations to the Public

- Members are free to represent their own views to the public and to the media.
- Members will not attempt to represent the views of other Members to the public or to the media without the consent of the other Member(s).
- A member will not represent the views of the Mayors and Reeves of the Capital Region collectively unless the Members have agreed that the Member may do so.

Formation of Sub-committees

- The Corporation may create sub-committees to develop solutions to particular issues identified by the Corporation. Such sub-committees develop recommendations through consensus and otherwise will function according to the ground rules established by the Corporation for itself. Sub-committees will be chaired by a Member but may include participants who are not Members themselves.
- Sub-committees will be provided with clear terms of reference and a discrete time-frame within which they

are allowed to function and deliver their expected product.

SECRETARIAT

It is recognized that the activities of the Mayors and Reeves of the Capital Region will require research, lobbying, education, communication and a Secretariat function.

The Mayors and Reeves of the Capital Region will create a secretariat to carry out the administrative duties of the organization. These duties will include organizing meetings, preparing agendas, maintaining minutes, ensuring the distribution of information to various Municipal offices, preparing and following-up correspondence, disseminating information regarding Provincial Initiatives, managing special projects/research initiatives undertaken by the Committee, organizing educational forums, and managing the budget of the organization.