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Topic: Joint Council Committee

Item: Terms of Reference

Date Approved: November 28, 2016

Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) and the Town of Antigonish (hereafter “the Town”) wish to establish a committee through which issues of mutual interest may be discussed at the council level. To this end, the Joint Council Committee has been established.

1. Goals

To assist the Municipality and the Town in an effort to:

- Identify opportunities for and encourage coordination, cooperation or amalgamation of services and/or programs between the municipal units.
- Promote the Antigonish area as a vibrant and healthy community with a rich heritage and future.

2. Purpose

The purpose of Committee is to:

- Facilitate communication between and among elected officials and provide a forum for the exchange of information on issues of mutual interest;
- Provide guidance to councils when required or requested;
- Review studies, plans and proposals related to the approved committee goals and provide comments to staff and recommendations Councils.
- Propose policy changes that would encourage or enable the Committee’s approved goals.
- Act as a single forum for presentations or report to both municipalities when appropriate.

4. Membership

- All elected officials of both the Municipality and the Town are voting members of this committee.
- The Municipal Clerk Treasurer and the Town CAO are non-voting members of the Committee.

- The Warden and the Mayor shall act as the chair on a rotating basis.

6. Meetings

- The Committee will meet on a quarterly basis, on the third Wednesday of November, February, June and September.
- Together, the Warden and Mayor may convene additional meetings as deemed necessary in consultation with the Municipal Clerk Treasurer and Town CAO.
- A quorum will consist of fifty percent plus one of the members from each municipal unit counted independently.
- Meeting location and coordination shall rotate between the Municipality and the Town on a one-for-one basis.
- Minutes shall be kept and the municipality coordinating the meeting will provide secretarial support.
- Agenda items will be compiled by the Municipal Clerk Treasurer and/or the Town CAO. Any agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions to the agenda will be permitted at the beginning of a meeting unless unanimously accepted.

7. Role and Responsibility of Municipal & Town Staff

Staff representatives from the Municipality of the County of Antigonish and the Town of Antigonish shall provide administrative and research support to the Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports. Staff of each municipal unit will maintain a copy of all official records pertaining to the committee within their organization in accordance with their records management policy.

8. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 22 of the Municipal Government Act.

A meeting report including the meeting agenda and any forthcoming recommendations shall be presented to both councils at their next regular meeting.

Approved motions of the committee shall constitute recommendations to both the Councils of the Municipality of the County of Antigonish and the Town of Antigonish.

9. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

10. Amendments

The Committee may recommend amendments to these terms of reference to each of the participating councils. Municipal and Town councils must both approve of any amendment.

<u>CAO's Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent:	November 21, 2016
To Consider (Minimum 7 Days):	November 21, 201
Date of Passage of Current Policy:	December 28, 2016
 _____ Chief Administrative Officer	<u>Nov 28/16</u> _____ Date