



## The Corporation of the Town of Tecumseh

Corporate Services & Clerk

**To:** Mayor and Members of Council

**From:** Laura Moy, Director Corporate Services & Clerk

**Date to Council:** October 13, 2020

**Report Number:** CS-2020-31

**Subject:** Lakeshore-Tecumseh Inter-Municipal Committee Terms of Reference

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### Recommendations

It is recommended:

**That** CS-2020-31 Report entitled “Lakeshore-Tecumseh Inter-Municipal Committee Terms of Reference” **be received**;

**And that** the Lakeshore-Tecumseh Inter-Municipal Committee Terms of Reference attached as Appendix “A” to report CS-2020-31 **be approved**;

**And further that** two (2) Members of Council **be appointed** to the Lakeshore-Tecumseh Inter-Municipal Committee;

**And furthermore that** the Town of Lakeshore **be notified** of the Tecumseh members’ appointments to the Committee;

**And further moreover that** the Clerk **be authorized** to coordinate a meeting of the Committee with the Clerk for the Town of Lakeshore.

### Background

On December 3, 2019, the Council for the Town of Tecumseh (Tecumseh) met jointly with the Council for the Town of Lakeshore (Lakeshore).

At the meeting, both Councils unanimously passed the following recommendation:

“That Administration be directed to develop Terms of Reference for a joint Inter-Municipal Relations Committee.”

## Comments

Administrations from both Tecumseh and Lakeshore have met to discuss and develop terms of reference, as well as logistics associated with coordinating meetings of an Inter-Municipal Committee (Committee).

The draft terms of reference are attached as **Appendix 1** to this report. Highlights of the terms of reference include:

- Composition:

2 members from each of Lakeshore and Tecumseh Councils

- Chairs:

A Chair and Vice-Chair will be selected from each municipality. The host municipality's Chair will be responsible for chairing the meeting.

- Meetings:

Two (2) meetings will be scheduled per year. Additional meetings may be called by one of the Chairs. Meetings shall alternate between municipalities and be hosted by the municipality in which the meeting will occur.

- Notice of meetings:

Notice of meetings will be given in accordance with each Town's Procedure By-law.

- Agendas:

The Clerk of the host municipality shall be responsible for production of the Agenda in collaboration with the Clerk from the other municipality. The Agenda will be approved by the Chief Administrative Officers of the Towns.

- Conduct of meetings:

Meetings will be held in open session and may be closed to the public in accordance with section 239 of the *Municipal Act, 2001*.

- Quorum:

Quorum shall be a simple majority of the membership of the Committee.

- Voting:

Simple majority required to pass a resolution.

The Council for the Town of Lakeshore is anticipated to be considering the adoption of the Terms of Reference on Tuesday, October 6, 2020, and appointing their member representatives.

Administration anticipates that the first meeting of the Inter-Municipal Committee will occur during the first week of November 2020.

## Consultations

Town of Lakeshore Director of Legislative & Legal Services

## Financial Implications

Costs associated with the conduct of the meetings will be funded through the Town's operational budget for Council meetings.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Laura Moy, Dipl. M.M., CMMIII HR Professional  
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

**Attachment  
Number**

**Attachment  
Name**

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Inter-Municipal Committee Terms of Reference