Town of Lakeshore / Town of Tecumseh

Inter-Municipal Committee

Terms of Reference

1. Purpose

The purpose of the Town of Lakeshore / Town of Tecumseh ("Inter-Municipal Committee") Committee is to facilitate dialogue between the municipal councils of The Corporation of the Town of Tecumseh ("Tecumseh") and The Corporation of the Town of Lakeshore ("Lakeshore") in order to maintain a productive relationship between the two municipalities by encouraging the ongoing sharing of information between elected officials and municipal staff and to provide a forum in which to review and comment on a range of topics of mutual interest.

2. Objectives

The objectives of the Inter-Municipal Committee include:

2.1. Establishing relationships for the purpose of identifying and implementing mutual goals;
2.2. Understanding each other's strategic interests;
2.3. Maintaining positive inter-municipal relations;
2.4. Develop recommendations regarding projects and initiatives impacting Town boundary areas;
2.5. Representing joint municipal interests to the Provincial government; and
2.6. Creating plans, processes and programs that benefit residents of both Towns.

3. Scope

The Inter-Municipal Committee will consider matters of mutual interest to the Towns.

4. Constraints

Decisions of the Inter-Municipal Committee shall be advisory in nature and take the form of recommendations to one or both of the municipal councils of Tecumseh and Lakeshore.

5. Committee Membership

5.1. Number and Eligibility of Members

Two Council members shall be appointed by Lakeshore and two Council members shall be appointed by Tecumseh.

5.2. Term of Members

A member's term is the same as the term of the Council that appointed the member.

6. Term of the Committee

6.1. The term of the Inter-Municipal Committee shall be the term of the Council establishing the Committee.

7. Chair

7.1. At the first meeting of the Inter-Municipal Committee, a Chair shall be selected from each municipality by vote of the committee membership. The other member from each municipality shall be that municipality's Vice-Chair.

7.2. The meeting shall be chaired by the host municipality's Chair. In the absence of the Chair, the Vice-Chair of the municipality hosting the meeting shall assume the role of the Chair.

8. Meetings

8.1. Location

Meetings shall alternate between municipalities and be hosted by the municipality in which the meeting will occur.

8.2. Administrative Support

The Clerk of the municipality hosting the Inter-Municipal Committee meeting shall be the Clerk of the meeting. The Chief Administrative Officer or a delegate shall attend the meeting and other members of the municipal administrations may attend.

8.3. Agenda

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.

Business of the committee shall be conducted in the following order, unless otherwise resolved by the Inter-Municipal Committee:

1.   Roll Call

2.   Call to Order

3.   Declaration(s) of Pecuniary Interest

4.   Delegations

5.   Communications

6.   Reports

7.   Unfinished Business

8.   New Business

9.   Next Meeting

10.   Adjournment

8.4.   Procedure

The Inter-Municipal Committee shall act in accordance with the host municipality's Procedure By-law.

8.5.   Scheduling Meetings

The Inter-Municipal Committee shall meet two (2) times annually at the call of the Chair. Additional meetings may be called at the request of either Chair.

8.6.   Meeting Notice

Notice of a meeting shall be given in accordance with each of the Town's Procedure By-laws.

8.7.   Conduct of Meetings

Meetings will be open to the public to attend. Meetings may be closed to the public pursuant to section 9 of the *Municipal Act, 2001*.

8.8.   Quorum

Quorum shall be a simple majority of the membership of the entire Inter-Municipal Committee.

8.9.   Voting

A motion requires a simple majority to succeed. A tied vote shall result in a loss.