

# The Corporation of the Town of Lakeshore

## Report to Council

### Legislative & Legal Services

#### Legislative Services



**To:** Mayor & Members of Council

**From:** Kristen Newman, Director of Legislative & Legal Services

**Date:** August 24, 2020

**Subject:** Lakeshore-Tecumseh Inter-Municipal Committee

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#### Recommendation

Adopt the draft *Lakeshore-Tecumseh Inter-Municipal Committee Terms of Reference*, attached as Appendix "A" to the report of the Director of Legislative & Legal Services presented at the September 1, 2020 Council meeting;

Appoint \_\_\_\_\_ and \_\_\_\_\_ to the Lakeshore-Tecumseh Inter-Municipal Committee; and,

Direct the Clerk to notify the Tecumseh Town Council.

#### Background

On December 3, 2019 the 2 Councils held a joint Council meeting. At that meeting, the 2 Councils unanimously passed the following recommendation:

Direct Administration to develop Terms of Reference for a joint Inter-municipal Relations Committee.

#### Comments

Representatives from Tecumseh and Lakeshore's Administration met to discuss the terms of reference and the logistics associated with such meetings. The draft terms of reference are attached as Appendix "A" 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: 2 meetings will be scheduled per year and will alternate locations. Additional meetings may be called by one of the Chairs.
- Notice of meetings: Meetings will be given in accordance with each Town's Procedure By-law.
- Conduct of meetings: Meetings will be held in open but may be closed 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.

Administration recommends that Council adopt the draft Terms of Reference for the Committee and advise Tecumseh Administration accordingly. Tecumseh's Council is anticipated to be considering the adoption of the Terms of Reference on Tuesday, October 13, 2020.

Administration anticipates that the first meeting of the Committee will occur during the first week of November.

### **Others Consulted**

Town of Tecumseh's Director of Corporate Services/Clerk

### **Financial Impacts**

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

**Attachment(s):** Appendix "A" – Inter-Municipal Committee Terms of Reference

### **Report Approval Details**

Document Title:	Lakeshore-Tecumseh Inter-Municipal Committee.docx
Attachments:	- Inter-Municipal Committee Terms of Reference.docx
Final Approval Date:	Sep 24, 2020

This report and all of its attachments were approved and signed as outlined below:

Rosanna Pellerito

Truper McBride