



AMHERST TOWN COUNCIL

RFD# 2019013

Date: February 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory D. Herrett, CPA, CA – Chief Administrative Officer

DATE: February 25, 2019

SUBJECT: Joint Council Committee Terms of Reference

ORIGIN: Consensus at Meeting of Joint Councils on January 15, 2019 that the CAO's collaborate on refining a proposed Terms of Reference for Joint Council meetings

LEGISLATIVE AUTHORITY: MGA Section 24 confers on Council the authority to establish standing, special and advisory committees.

RECOMMENDATION: That Council approve the Terms of Reference for the Joint Council Committee.

BACKGROUND: The Councils of the three municipal units in the region have been meeting informally since early 2017 in an effort to facilitate cooperation and collaboration between and among the units. At a recent meeting a discussion was had about providing a little more structure and ensuring that these meetings were taking place in accordance with the Municipal Government Act. The CAO's were directed to make the necessary refinements to a sample Terms of Reference that had been presented at the meeting

DISCUSSION: The CAO's have met a couple of times and have collaborated and agreed on the necessary, minor refinements. In the proposed terms of reference attached it is proposed that each of the councils establish the committee as standing committee. There is agreement that decisions can be made by the committee to recommend course of action back to the Councils for final decisions and commitments.

The full terms of reference is attached but the purpose of the committee is to:

- Facilitate communication between and among elected officials and provide a forum for the exchange of information on issues of mutual interest;
- 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. (example – grants to organizations)

Meetings would be held in accordance with Section 22 of the MGA (public with some exceptions) with all appropriate notice given.



FINANCIAL IMPLICATIONS: There are no negative financial implications. It is entirely possible that initiatives may result from these meeting that ultimately make our respective organizations more efficient.

COMMUNITY ENGAGEMENT: All meetings will be subject to the same public notice and access requirements that meetings of Council are subject to.

SOCIAL JUSTICE IMPLICATIONS: Transparency is increased

ENVIRONMENTAL IMPLICATIONS: None

ALTERNATIVES: Adjustments to the terms of reference or declining approval at all.

ATTACHMENTS: Proposed Terms of Reference for the Joint Council Committee

Report prepared by: Greg Herrett, CPA, CA - CAO

Report and Financial approved by: