



**Municipality of the District of West Hants &
Town of Windsor
Joint Council Meetings
Terms of Reference**



1. Official Name

Joint Council Meetings with Windsor-West Hants

2. Members/Composition

Membership of the group will entail all members of both municipal councils including the CAOs and / or Members of Senior Staff. Meeting chair will alternate between the Mayor and Warden based on hosting municipality.

3. Goals

The purpose of Joint Council meetings is to meet to discuss areas of broad interest to our respective communities and to the larger region. This group is established through joint agreement by both municipalities at the request of the Mayor of Windsor and the Warden of West Hants.

4. Deliverables

The meeting group will aim to improve neighbourly relations through good communications and respect for each other's views or principles, with a desire to arriving at a resolution, open dialogue or referral to staff (CAOs) for a recommendation.

5. Jurisdiction

While the Joint Council will pass resolutions of community interest, it is recognized that each Council will need to validate these resolutions or agreements at their formal council meetings, particularly if there are any budget implications.

6. Resources/Budget

Meetings will generally be scheduled every two months on the last Thursday evening of the month beginning February 2017. However, the first meeting of the Joint Council will occur on January 12th, 2017 hosted at the Municipality of West Hants Sanford Council Chambers.

The meetings will be hosted between two alternating locations at Windsor and West Hants Council Chambers. The host municipality for the month will organize and chair the meetings.

Minutes of the meeting will be generated by the host municipality and distributed no later than two weeks after the meeting date.

Topics for the agenda will be determined by the CAOs with input from their respective councils whenever possible.

The agendas for the meeting will be circulated on the Friday prior to the Thursday meeting date and be posted on each website by the Monday prior to the meeting.

The meetings will be open to all members of the public should they wish to attend.

7. Governance

The Councils will agree to move resolutions forward based on the voting balance. Thus, there are 5 Windsor and 10 West Hants councillors. For acceptance to move any item forward, a minimum of 3 Windsor Councillors and 6 West Hants councillors must move a resolution forward. If any one unit is underrepresented in this vote, it will not proceed. Thus, a minimum of 9 out of 15 must vote in favour to move such forward, with the above minimum representation from each.

However, nothing in this process limits respective Councils from bringing an item forward as a topic of discussion with their Council, in keeping with item (8) below.

The Joint Council will review the Terms of Reference annually, at the first meeting of the calendar year, to assess its effectiveness and how the content or meeting agendas can be improved upon.

8. Communications

Discussion of items of agreement made by the Joint Council with the Press or in a public forum will normally be carried out by the Mayor or Warden. Joint Council agrees to jointly send out public releases.

9. Related Policies, Procedures and Legislation

Municipal Government Act

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the **14th** day of **February, 2017**.



R. N. Brown
Municipal Clerk

I, Shelleena Thornton, Municipal Clerk of the Town of Windsor, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Town of Windsor at a meeting duly called and held on the **24th** day of **January, 2017**.



S. Thornton
Municipal Clerk

<i>Adoption</i>	
Notice given by Joint Council:	January 12, 2017
West Hants Council Approval:	February 14, 2017
Windsor Council Approval:	January 24, 2017
Description: Initial adoption of the Terms of Reference for Joint Council. In the Municipality of the District of West Hants these shall be identified as COGE-002.04.	