

Services Review Committee  
Terms of Reference

---

BACKGROUND

The Township of The North Shore is a small rural northern Ontario community. There are 400 + households in the municipality: 125 electors live in the Village of Serpent River; 148 in the Village of Spragge; and 415 in the Village of Algoma Mills. Our municipality collected \$776,000 in taxes from residents, industry and businesses in 2010. The Township maintains 12.75 km of municipally-maintained roads, operates a landfill site, and provides fire and policing services; water services; garbage collection and recycling services; recreational activities; and land use planning services for residents.

The Township of The North Shore municipal council established the Services Review Committee as an ad hoc working committee of council.

MANDATE:

1. The Services Review Committee will liaise with other communities with population bases of less than 1000 residents, to look at best practices and standards, responsible spending and infrastructure and see how we compare.
2. Review the following services to identify possible improvements to the services in both efficiencies and costs:
  - i. Fire services
  - ii. Garbage collection and compaction
  - iii. Road maintenance and snow removal
  - iv. Water and sewer services; and
  - v. Police services
3. The goal of the Services Review Committee is to help ensure current and long-term sustainability within our community.

TERMS OF REFERENCE

The Committee will advise council on matters related to the services provided to residents of the Township of The North Shore.

GENERAL TERMS

The Committee shall be appointed by council for the term of council and shall consist of 6 members with representation throughout the community. One of the 6 members appointed will be elected as chair by the Committee. The clerk or designate will be the recording secretary.

The chair of the Committee will request the presence of any council member or staff employee to attend a meeting of this committee when the need arises.

A quorum is required to commence and continue any meeting of this Committee. A quorum of this Committee shall be a majority of the total 6 members being 4 members present.

Should the need for a vice chair arise, those members present will appoint one from those members present at the meeting where the chair is absent. The appointment is valid for that particular meeting only.

## Services Review Committee

Page 2

---

The Committee will report to council through written recommendations. Council will receive a copy of all meeting minutes.

The Committee will meet monthly or as determined by the call of the chair. The notice of a special meeting may be given by telephone, or personal contact as determined by the chair.

The Committee will be provided with an annual budget as determined by council.

Committee members will receive an honorarium as determined by council for each committee meeting attended and will be paid monthly upon submission of a Council/Committee Attendance Record and Expense Claim form.

Absence for three consecutive meetings without notice may result in removal from the Committee.

The Committee may establish sub-committees and ad-hoc groups to focus on projects approved by the main Committee.

The Committee may share information and liaise with other groups of common interest or concern.

The Committee will be a working committee.

Committee affairs and meetings shall be conducted in accordance with the Township of The North Shore Procedural By-law 11-03 and the Municipal Act, 2001 as amended.

The Committee shall adopt and follow the agenda as follows.

Township of The North Shore  
Services Review Committee  
Meeting Agenda

1. **Call to Order**  
The chair shall call the meeting to order at the time noted on the agenda.
2. **Disclosure of Pecuniary Interest**  
The chair shall ask those members present to declare any pecuniary interest with matters appearing on the agenda.
3. **Minutes (errors or omissions)**  
The chair shall enquire if there are any errors or omissions in the minutes and ask for a motion to accept the minutes as presented with any corrections required.
4. **Reports**  
Reports of members, sub-committees or township officials shall be dealt with here.
5. **Old Business**  
Unfinished business from previous meetings shall be dealt with here.
6. **New Business**  
New items are dealt with here as noted in the agenda. Those items of new business not appearing on the agenda may be added to the agenda by a majority vote of the members.
7. **Recommendations**
8. **Adjournment**  
The date, time and place of the next meeting is established in a motion for adjournment which is moved, seconded and carried.

NOTES

1. **CONFLICT OF PECUNIARY INTEREST**  
Committee members would come under the Municipal Conflict of Interest Act, and, as such, should not take part in the discussion of, or a vote on any question in respect of the matter in which he or she has a direct or indirect pecuniary interest.  
  
To avoid being in conflict, the member:
  - a) shall, prior to any consideration of the matter at the meeting, disclose his or her pecuniary interest and the general nature thereof;
  - b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
  - c) shall not attempt in any way whether before, during or after the meeting, to influence the voting on any such question.

If the meeting is not open to the public, the member shall leave the meeting until after the matter has been discussed and proposed of. The secretary shall record the declaration of interest in the minutes as outlined in the Act.

2. RECOMMENDATIONS

Recommendations formulated by the Committee and dealing with the expenditure of money or matters within the control of council shall be forwarded by the recording secretary to council to be dealt with by council at its next regular meeting.