



AMALGAMATION STEERING COMMITTEE

~ TERMS OF REFERENCE ~

1. Establishment of the Committee

The Amalgamation Steering Committee (the “Committee”) is a joint body established by the Town of Shelburne, Town of Lockeport, and the Municipality of the District of Shelburne (“the Municipal Units”) for the purpose of exploring the feasibility, implications, opportunities, and challenges of municipal amalgamation.

Participation on the Committee does not obligate any Municipal Unit to proceed with amalgamation. Each Council retains full autonomy regarding next steps.

2. Definitions

- a) Committee means the Amalgamation Steering Committee.
- b) Council means the municipal council of any of the three Municipal Units.
- c) Councillor means a sitting member of Council for any of the Municipal Units.
- d) Municipal Units refers collectively to the Town of Shelburne, Town of Lockeport, and Municipality of the District of Shelburne.
- e) Member means a member appointed to the Committee.
- f) Chair means the person elected by the Committee to preside over meetings.
- g) Vice-Chair means the member elected to preside in the absence of the Chair.
- h) Administration/Staff Resource means the CAO/Clerk of each of the Municipal Units, or their designate, who will provide staff support to the Committee.

3. Objectives

The Committee’s objectives are to:

- a) Explore the feasibility of amalgamation between the Municipal Units, including financial impacts, governance, human resources, service delivery, and legislative requirements.
- b) Provide a structured forum for discussion, information gathering, and collaborative analysis of amalgamation options.
- c) Commission or support studies, reports, public engagement processes, and other research necessary to inform the Councils.

- d) Develop recommendations for consideration by each Council on whether to proceed with further amalgamation steps, including potential application to the Nova Scotia Regulatory and Appeals Board (NSRAB), formerly Nova Scotia Utility and Review Board (NSUARB).
- e) Report regularly to each Council on progress, findings, and emerging issues.

4. Membership

- a) The Committee shall consist of the following voting members:
 - i) Two (2) Councillors appointed from each of the three Municipal Units.
- b) The following non-voting members will serve as staff resources:
 - i) The CAO/Clerk from each Municipal Unit (or designate).
- c) All appointments shall be made by each respective Council.
- d) Members will serve without remuneration but may be reimbursed for authorized expenses incurred in the performance of their duties, subject to applicable municipal policies.

In the event of resignation, prolonged absence, or an election, each Council shall appoint a replacement member(s).

5. Meetings

- a) A quorum shall consist of a majority of the voting members, including at least one representative from each Municipal Unit.
- b) Meetings shall be held monthly or as required, at a time and location agreed upon by the Committee. Meetings may be held in person or virtually, at the discretion of the Chair.
- c) Except as permitted under applicable legislation, meetings of the Committee shall be open to the public, and efforts will be made to accommodate virtual public attendance when feasible.
- d) Members may participate virtually using technology that allows all participants and the public to see and hear one another simultaneously.

6. Voting

- a) Decisions shall be made by majority vote of the voting members present.
- b) A member who fails to vote on a question is deemed to have voted in the negative unless otherwise provided by statute or policy.
- c) In the event of a tie vote, the motion is defeated.

7. Role of the Chair and Vice-Chair

- a) The Committee shall elect a Chair and Vice-Chair annually.
- b) The duties of the Chair/Vice-Chair include:
 - i) Assisting Administration in preparing agendas and scheduling meetings;
 - ii) Calling the meeting to order;
 - iii) Confirming quorum;

- iv) Maintaining order and facilitating respectful discussion;
- v) Guiding the agenda;
- vi) Recognizing members to speak;
- vii) Putting motions to vote;
- viii) Declaring the meeting adjourned.

8. Administration / Staff Support

- a) The CAO/Clerks of the Municipal Units shall jointly provide administrative and technical support to the Committee.
- b) Staff resources may assist with research, analysis, report preparation, engagement planning, and coordination of external consultants or studies.
- c) Committee members shall not direct or instruct staff except through the Committee and in accordance with established municipal policies.

9. Reporting

- a) The Committee shall report regularly to the Councils of each Municipal Unit, providing updates, findings, and recommendations.
- b) Major reports, studies, or public engagement results shall be formally submitted to all three Councils.

10. General

- a) The Committee shall conduct its work in accordance with all relevant legislation, municipal by-laws, policies, and codes of conduct.
- b) These Terms of Reference may be amended by mutual agreement of the Councils of all three Municipal Units.
- c) The Committee will dissolve upon completion of its mandate or upon mutual direction of the three Councils.

Approved by Councils:

Town of Shelburne: _____

Town of Lockeport: _____

Municipality of the District of Shelburne: _____