THE CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 23-2016

Being a by-law to authorize the Mayor and Clerk to execute and Affix the Corporate Seal to establish a “Shared Services Steering Committee” and an “Implementation Team” for the Joint Servicing Project and to adopt the “Terms of Reference”

WHEREAS, Section 8 of the Municipal Act, 2001 S.O. 2001 C. 25 as amended, states that; ‘Powers of a natural person – A Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act’;

AND WHEREAS, the Council of the Municipality of Morris-Turnberry deems it necessary and desirable to establish a “Shared Services Steering Committee” and an “Implementation Team” for the Joint Servicing Project with the Township of North Huron; and to adopt the “Terms of Reference”.

AND WHEREAS, the Corporation of the Municipality of Morris-Turnberry enacts as follows:

1. THAT the Joint Servicing Steering Committee be hereby established, as set out in Schedule ‘A’ to this by-law;

2. THAT the Joint Servicing Implementation Team be hereby established and the members shall be appointed, as required, by Nancy Michie, Administrator Clerk-Treasurer, Municipality of Morris-Turnberry and Sharon Chambers, CAO, Township of North Huron;

3. THAT the Council of the Municipality of Morris-Turnberry hereby adopt the Terms of Reference for the Joint Steering Committee and the Implementation Team, as set out in Schedule ‘B’ and ‘C’ to this by-law;

4. THAT the ‘Organizational Chart’ for the Implementation of the Project be established, as set out in Schedule ‘D’ of this by-law;

5. THAT the Mayor and Clerk of the Municipality be and are hereby authorized to execute and affix the Corporate Seal to this By-law, and that the By-law be known as the ‘Joint Shared Services Implementation’ By-law.

Read a FIRST and SECOND time this 1st day of March, 2016
Read a THIRD time and FINALLY PASSED this 1st day of March, 2016.

Mayor, Paul Gowing
Clerk, Nancy Michie
‘Schedule A’ of

BY-LAW NO. 23-2016

Joint Servicing Steering Committee

That the following be named as the Joint Servicing Steering Committee for the Municipality of Morris-Turnberry and Township of North Huron:

**North Huron:**
- Reeve Neil Vincent
- Deputy Reeve James Campbell
- Councillor Trevor Seip
- CAO Sharon Chambers

**Morris-Turnberry:**
- Mayor Paul Gowing
- Deputy Mayor Jamie Heffer
- Councillor John Smuck
- Administrator Clerk-Treasurer Nancy Michie
‘Schedule B’ of

BY-LAW NO. 23-2016

Morris Turnberry/North Huron
Shared Services Steering Committee
TERMS OF REFERENCE

**Mandate:** The Shared Services Steering Committee (SSSC) shall represent the interests of the Councils of Morris Turnberry and North Huron with respect to the Shared Service Project, having regard for the project goals and broader benefit of both Municipalities. The SSSC shall receive regular updates on the implementation, operation and progress of the Shared Services Project from the CAO’s, providing direction on routine matters and reporting back to respective Councils on the status of the Shared Services Project. SSST activities shall include:

- To receive reports on the status of project implementation and operational matters relating to the shared services.
- To give approval/direction to the CAO’s on project related matters, determining when approval of the full Councils is required.
- To discuss additional opportunities for future collaboration and partnership, as they may arise.

**Composition:** The SSSC shall consist of the Mayor/Reeve, Deputy Mayor/Reeve, and one member of Council from each municipality, as appointed by the Councils. The CAO’s shall attend all SSSC meetings as a staff resource.

**Authority:** The SSSC shall have the authority to make implementation decisions, within guidelines and purchasing thresholds established by each Council. The SSSC, in conjunction with the CAO’s, shall determine when approval for decisions is required by each Council.

**Meeting Procedures:** Agendas and meeting materials shall be distributed to all SSSC members prior to the meeting. A standard agenda format shall be developed to ensure that important items are kept at the forefront. Recommendations to Councils and direction to staff shall be made in the form of a motion. Minutes of the meetings shall be kept by the CAO’s. The meeting schedule and frequency shall be established by the SSSC. Additional or special meetings may be called at the discretion of the CAO’s and/or the Mayor/Reeve. Confidential matters may be discussed during SSSC meetings. SSSC members shall not disclose any confidential matter that arises during a SSSC meeting, unless it is in a properly authorized closed session of the Municipal Council.

**Communication:** The activities of the SSSC are communicated both internally within each organization and externally to the public. The CAO’s shall prepare written reports and the SSSC shall verbally report on SSSC activities to the respective Councils.

**Term:** The SSSC shall remain in effect for the Term of each Council. At the beginning of each new Council term, SSSC members shall be appointed in accordance with each Municipality’s committee appointment protocol.
MANDATE

The Shared Services Implementation Team (Implementation Team) shall be responsible for determining the methods, procedures and resources required to successfully implement the Shared Service Project. The implementation shall be a collaborative effort between the staff of the Municipality of Morris Turnberry and the Township of North Huron.

COMPOSITION

The Implementation Team shall include staff from each municipality, ensuring that there is adequate representation from each department affected by the Shared Services Project. Initially, this shall include representation from Public Works, Building, By-law Enforcement, Administration and Finance departments. Sub-committees representing various departments may be established to work out specific detail, reporting back to the Implementation Team with a recommendation on how to proceed. The CAO's from each municipality shall be responsible for appointing staff or outside representation to the Implementation Team as required. Outside representation may include the municipal Auditor, Human Resources Consultant, or other professional advisor.

IMPLEMENTATION ACTIVITIES

The Implementation Team will undertake the following:

- To establish financial processes and accounting procedures for the shared services
- To establish administrative procedures for the shared services
- To determine staff, financial and other resources required to successfully implement the project, obtaining approval for expenditures from respective Councils, as required
- To investigate and make recommendations on innovative solutions to save costs and improve service delivery
- To establish a protocol regarding how the project activities will be communicated to staff, Councils and the public.
- To conduct research and make recommendations to the Shared Services Steering Committee on matters relating to the shared services, or opportunities for further collaboration and partnership.

AUTHORITY

The Shared Services Implementation Team shall have the authority to make implementation decisions of an operational nature, within the authority established by each member’s position within the municipality. Operational decisions shall be made by consensus of the Implementation Team, with the final approval of the CAO’s, as required. The CAO’s shall provide advice on when approval is required by the Shared Services Steering Committee or Council.

MEETING PROCEDURES

Agendas and meeting materials shall be distributed to all Team members by the Secretary prior to the meeting. A standard agenda format shall be developed to ensure that important items are kept at the forefront. Agendas shall include a section for reports from Sub-committees. Recommendations to the Shared Services Steering Committee or Councils shall be made in the form of a motion. Minutes of the meetings shall be kept by the Secretary. The meeting schedule and frequency shall be established by the Implementation Team. Additional or special meetings may be called at the discretion of the CAO’s. Some confidential matters may be discussed during Implementation Team meetings. Staff shall not disclose any confidential matter that arises during an Implementation Team meeting.

COMMUNICATION

It is important that the activities of the Implementation Team are communicated both internally within each organization and externally to the public. The CAO’s and shall be responsible for reporting on Implementation Team activities to the Shared Services Steering Committee and Council. The Secretary shall prepare internal communications for staff on implementation activities, under the direction of the CAO’s. Department Heads sitting on the Implementation Team shall be responsible for ongoing communication with their departmental staff, ensuring that confidential matters are not disclosed.

TERM

The Implementation Team shall remain in effect during the implementation phase of the Shared Services Project. The CAO’s shall determine when the implementation phase has been completed. At the end of the implementation phase, a Joint Senior Management Team shall be established to ensure ongoing communication and collaboration between the Municipal Partners.
Schedule ‘D’ of By-law No. 23-2016
Organizational Chart for the Implementation Team

Council of Municipality of Morris-Turnberry and the Council of the Township of North Huron

Shared Services Steering Committee

Administrator Clerk-Treasurer for the Morris-Turnberry and CAO for the North Huron

Implementation Team

Sub Committees for the Implementation Team