

Operating Your Municipal Council and Committees More Effectively

Overview of municipal council committee structure, and information on best practices, liabilities, and functionality

Types of Council Meetings

1. Regular Public
2. Privileged
3. Special (Privileged or Public)
4. Committee

Committee Meetings

- Committees manage various affairs of council
- Work is done outside regular council meeting
- Advisory only – bring Recommendations to regular meeting for consideration
- Allows timely decisions
- All committees need written Terms of Reference

Standing Committees

- Usually continue for the life of the council
- Membership can change but the committee “stands”
- Membership limited to councillors
- Common standing committees:
 - Finance / Administration
 - Public Works
 - Land Use and Development
 - Recreation

Special Committees

- Are “ad hoc” meaning “for this purpose”
- Disbanded when the purpose is completed
- Can be set up for any purpose
- Membership limited to councillors
- Can seek the input of citizens

Citizen's Advisory Committees

- Made up primarily of citizens
 - a councillor liaison may be assigned
- Should be representative of the community
- May be on-going or for special, short-term projects
- Provide advice to council



Example of a Memorandum of Understanding



Memorandum of Understanding
between the
Town of Logy Bay-Middle Cove-Outer Cove
and the
Logy Bay Development Association Inc.

This Memorandum of Understanding (MOU) is made and entered into as of the 17th day of August, 2020, by and between the Town of Logy Bay-Middle Cove-Outer Cove (referred to as "Town" or "Town Council") and the Logy Bay Development Association Inc. (referred to as "LBDA"). This MOU outlines the understanding of the parties related to their working relationship.

SECTION 1. TERM

This MOU will become effective on the date it is approved by the Town Council and shall be in effect until January 1, 2022, except with respect to any obligations hereunder which are to be performed upon expiry of or after the Term or any renewal thereof. This MOU may be renewed thereafter for additional four (4) year terms upon the mutual agreement of the parties (the "Renewal Term"). Both parties agree to provide written notification of their intent to renew this MOU for the Renewal Term not later than ninety (90) days prior to the end of the Term of this MOU.

SECTION 2. OBLIGATIONS OF THE TOWN

The obligations of the Town pursuant to this MOU will be as follows:

- 2.1 The Town will appoint a Councillor as a liaison person to the LBDA Board. This person will represent the Town Council at meetings of the LBDA, but will have no voting powers. The Councillor will provide information and feedback between the Town Council and the LBDA.
- 2.2 The Town will hold a meeting with the LBDA on or around October 1 to:
 - 2.2.1 review a summary report and details of projects spending (with receipts) of Town Council funded projects including the anticipated expenditures of the projects to years end;
 - 2.2.2 review the report of the proposed Town Council funded initiatives by the LBDA for the coming year along with budgetary considerations for each of the initiatives; and,

MNL is committed to sector leading solutions

We hear what our members are saying...

MNL will continue to develop training opportunities that will complement MAPA and expand on key information that will help our communities run more smoothly and effectively.

Thanks!
Any questions?

