



Sundridge-Strong-Joly Restructuring Committee Terms of Reference

Date Approved: January 30, 2023

Date Revised:

Approval: Village of Sundridge Council, Township of Strong Council,
Township of Joly Council.

Points of Contact: Caitlin Haggart, Clerk Administrator (Secretariat Support)
Nancy Austin, Clerk Administrator (Sundridge Staff Liaison)
Kate Brimacombe, Deputy Clerk (Joly Staff Liaison)

1. Enabling Legislation

The Municipal Act provides a municipality with the authority to create advisory committees for specific purposes. The Municipal Act also provides for restructuring, which is a locally driven process. The Township of Strong, Township of Joly and Village of Sundridge deem it advisable to establish a Restructuring Committee, known as the SSJ Restructuring Committee.

2. Mandate and Responsibilities

The role of the SSJ Restructuring Committee:

- Research the possible amalgamation of the Township of Strong, Township of Joly and Village of Sundridge to determine the economies of scale and realization of any efficiencies in the provision of services to Sundridge, Strong and Joly.
- Reviewing current by-laws, policies, finances, staffing, council composition, community boundaries, and shared services.
- Consult with OPTA on assessments.
- Consult with Indigenous groups to provide input throughout the process.
- Consult with various Ministries.
- Develop a Work Plan for approval by the Councils.
- Plan and host public meetings to keep the community updated.
- Develop, define, and review a Restructuring Proposal Package to present to the Public and Councils.

- Develop, define and review a Restructuring Ministers Order, if approved by Councils, for Ministry consideration.
- Develop, and define a Transition Plan, if approved by Councils, for post Ministry Approval.
- Provide recommendations to Councils on matters under the Municipal Act with respect to Restructuring.

3. Lead Division/Department

The Township of Strong shall be the lead municipality for the SSJ Restructuring Committee. Staff from other municipalities are recommended to attend meetings to provide expertise or report on various matters for their respective municipalities.

4. Membership and Composition

The SSJ Restructuring Committee shall be comprised of six (6) Members of Council, two (2) from each municipality; three (3) staff representatives, one (1) from each municipality; and one (1) staff representative from the Ministry of Municipal Affairs and Housing.

#	Committee Members	Member Type
6	Members of Council	Voting
3	Municipal Staff	Non-Voting
1	Municipal Affairs & Housing Staff	Advisory

5. Member Qualifications

The following should be considered for appointing members to the SSJ Restructuring Committee:

5.1 Knowledge/interest in public or private restructuring (amalgamations, mergers, annexation, human resources, etc.).

5.2 Ability to participate in meetings and public information sessions.

6. Meeting Frequency and Schedule

6.1 The SSJ Restructuring Committee shall meet on the second Monday bi-monthly.

6.2 The duration of the meeting shall be two (2) hours for each scheduled meeting date, starting at 6:00 PM.