

# Municipal-Provincial Roundtable Terms of Reference

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## 1. Background

The Municipal-Provincial Roundtable (the Roundtable) has existed for many years in Nova Scotia and has taken different forms. This Terms of Reference reflects the evolution of the Roundtable as a foundation for building a collaborative relationship between the two levels of government and an approach to addressing issues of mutual interest between the Province and municipalities in Nova Scotia.

## 2. Purpose

The Roundtable will serve as a venue for shared accountability by monitoring progress towards goals stated in the Partnership Framework between the Union of Nova Scotia Municipalities (UNSM) and Department of Municipal Affairs (DMA).

As such, the Roundtable will generally serve as a venue for high-level discussions about emerging issues and strategic priorities of mutual interest to municipalities and the Province; in the interest of strengthening the relationship between these two orders of government.

Furthermore, the Roundtable supports the principle of early and effective consultation as foundation of the UNSM/DMA relationship by supporting the Municipal Consultation Guidelines document.

## 3. Scope

The scope of the Roundtable's work is to:

- A. Provide recommendations to Government and the UNSM Board, with respect to amendments to the Partnership Framework.
- B. Communicate emerging strategic issues to municipalities via the Roundtable's Annual Progress Report.

The Roundtable will not conduct consultation directly with municipalities or the public. Conducting and coordinating consultation is the responsibility of the Province and UNSM on an as needed basis.

#### Meeting Schedule and Key Dates

<b>January:</b> Bi-Annual Anchor Roundtable Meeting	Discussion with respect to the annual review of the Partnership Framework. Suggestions may be made to decision makers via a letter
<b>May:</b> Deputy Minister/Exec. Director Meeting	Meeting between Deputy Minister of DMA and Executive Director of UNSM, regarding Roundtable goals and deliverables
<b>May/June:</b> UNSM Spring Conference	Re-sign the amended Partnership Framework, as required
<b>September:</b> Bi-Annual Anchor Roundtable Meeting	Approval of the Roundtable's Annual Progress Report
<b>November:</b> UNSM Fall Conference	Presentation of the Roundtable's Annual Progress Report

*Note:* The Roundtable may meet at the request of the Co-chairs at any time. However, there will be at least two "anchor" meetings a year: one in January and one in September.

#### 4. Deliverables

- Following a January meeting, the Roundtable will write a letter signed by both co-chairs, providing recommendations to decision makers regarding the priorities listed in the Partnership Framework.
- The letter will be informed by: UNSM's annual resolutions and DMA's annual business plan. Note, the Partnership Framework is ultimately approved by the Minister of DMA and the UNSM Board.
- Following a September meeting, an annual "*Roundtable Annual Progress Report*" will be published online. Excluding details subject to cabinet privilege, the report will summarize:
  - progress towards items in the Partnership Framework;
  - any regulations/legislation development in progress by any department, and
  - identify any emerging issues discussed at the Roundtable.

Refer to Appendix A for details concerning the content and approval process of the Roundtable Annual Progress Report.

## 5. Reporting Structure

- The Deputy Minister of DMA, will provide feedback of discussions at Roundtable to the Executive Council Office and/or appropriate Deputy Ministers as required.
- The Executive Director of UNSM, will provide feedback to the Board of UNSM as required.

## 6. Roundtable Composition

Roundtable members are elected officials only from both the municipal and provincial levels.

- UNSM President
- UNSM Vice President
- UNSM Past President, if currently serving as municipal elected
- UNSM Chair of the Town Caucus
- UNSM Chair of Rural Caucus
- UNSM Chair of Regional Caucus

The Minister of the Department of Municipal Affairs will attend all Roundtable meetings. All members of Executive Council are considered members of the Roundtable and are invited to meetings as required.

## 7. Staff Support

Staff are not members of the Roundtable but will attend meetings as required to provide information and administrative support. Staff support includes:

- Deputy Minister, DMA
- Executive Director, UNSM
- Staff from the Executive Council Office
- Executive assistants
- DMA Corporate Policy Analyst
- Other UNSM, municipal and provincial staff will attend meetings as observers to provide information when requested.

## 8. Roles and Responsibilities

### A. UNSM President:

- Serve as Co-chair of the Roundtable, and as Chair on a rotating basis with the Minister of Municipal Affairs
- As Co-chair, sign any letters on behalf of the Roundtable
- As Co-chair, sign the Roundtable's Annual Progress Report, along with Minister of DMA
- As Co-chair, approve Roundtable Agenda with Minister of DMA

### B. Minister of Municipal Affairs:

- Serve as Co-chair of the Roundtable, and as Chair on a rotating basis with the Executive Director of UNSM
  - As Co-chair, sign any letters on behalf of the Roundtable
  - As Co-chair, approves the meeting agendas, along with UNSM President
  - As Co-chair, sign the Roundtable's Annual Progress Report, along with UNSM President
  - Approves any amendments to the Partnership Framework, along with UNSM Board
  - Approves any amendments to the Roundtable Terms of Reference, along with UNSM Board
- C. UNSM Executive Director:
- Reviews Roundtable agenda with UNSM President
  - Provide any meeting materials to DMA Corporate Policy Analyst for distribution
  - Monitor Roundtable goals and deliverables
  - Set meeting dates for Roundtable in conjunction with Deputy Minister of DMA
  - Monitor Roundtable goals and deliverables, via bi-annual meetings with Deputy Minister of DMA
- D. UNSM Board:
- Approves any amendments to the Partnership Framework, along with Minister of DMA
  - Reviews the Roundtable's Annual Progress Report before publication, along with Minister of DMA
  - Approves any amendments to the Roundtable Terms of Reference, along with Minister of DMA
- E. Deputy Minister, Municipal Affairs:
- Reviews the meeting agenda along with the Minister, UNSM President and Executive Director
  - Via bi-annual meetings with UNSM Executive Director, monitor Roundtable goals and deliverables
  - Ensure TOR for Roundtable remains current
  - Set meeting dates for Roundtable, in conjunction with UNSM Executive Director
  - Pre-approve the release of any information before Roundtable, in conjunction with Executive Director of UNSM
- F. DMA Corporate Policy Analyst
- Provide any staff support required to the Roundtable
  - Conduct pre-meetings with both Deputy Minister of DMA and Executive Director of UNSM to review agendas, gather materials to be shared prior to the meeting, review work plan status, ensure appropriate individuals are invited to meetings, book venues
  - Ensure agenda is approved by Minister of DMA and President of UNSM

- Assist Deputy Minister and Executive Director of UNSM in monitoring goals and deliverables
- Administer and update Partnership Framework
- Draft and distribute Roundtable's Annual Progress Report
- Record and assist in communicating official statements and track action items. These records will be stored in DMA's central registry. Key points will be included in the Progress Report

## 9. Agendas and Meetings

- A. The Roundtable will convene two anchor meetings a year (once in January and once in September). Additional meetings can be called jointly by approval from both the Minister of DMA and the President of UNSM.
- B. Agendas and an invitee list will be pre-approved two weeks in advance.
- C. The agenda will focus on issues related to the Partnership Framework.
- D. UNSM and DMA may propose one agenda item associated with an emerging issue.
- E. Agenda items, including a progress update on the Partnership Framework will be sent out a minimum of one week in advance of the meeting.

## 10. Communications

- A. Minutes and other written material of the Roundtable are not confidential; however, distribution should be pre-approved by co-chairs.
- B. The Roundtable's Annual Progress Report is the communication avenue for the Roundtable. This report will detail progress towards items on the Partnership Framework; any regulations/legislation development in progress by any department; identifies any emerging issues discussed at the Roundtable (refer to Appendix A for details).

## 11. Consultation Guidelines

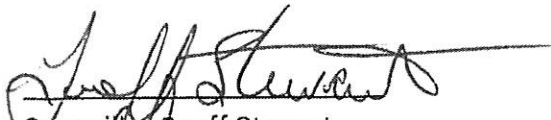
Any consultation stemming from work brought forward to the Roundtable will follow the Municipal Consultation Guidelines (2017).

## 12. Administrating the Terms of Reference

The Roundtable Terms of Reference may be amended with the approval of the UNSM Board and the Minister of Municipal Affairs.

The Terms of Reference will be reviewed at least once every three years.

13. Terms of Reference Approvals

  
Council of Geoff Stewart  
UNSM President

  
Minister Derek Mombourquette  
Municipal Affairs

January 24, 2018  
Date