

GREATER BAY AREA SUB-COMMITTEE

Terms of Reference

Mandate:

- To allow for discussion of any subject in the greater bay area of mutual interest and concern.
- To work together towards economic prosperity.
- To strengthen the relationship between the two cities.
- To addressing issues which affecting both cities.
- To promote increased co-operation, synergies and efficiencies.
- To explore common interests.
- To better understand and co-ordinate services.
- To increase and maintain regular communication

LOCATION

Meeting locations will alternate between the City of Hamilton and City of Burlington.

ELECTION OF CO-CHAIR

A Co-Chair will be elected from both the City of Hamilton and City of Burlington membership. Each Co-Chair will Chair the meeting in their respective municipality.

Composition:

Both Mayor's from the City of Hamilton and City of Burlington

Two members of Burlington City Council, representing Wards bordering on Hamilton Harbour/Lake Ontario

Two members of Hamilton City Council, representing Wards bordering on Hamilton Harbour/Lake Ontario

Quorum:

Quorum will require that 4 Committee members be present, with a minimum of (2) members from both the City of Burlington and the City of Hamilton

Support Staff:

The City Managers (or designate) and appropriate staff of Hamilton and Burlington attend the meetings to facilitate the work of the Sub-Committee, as required.

The staff of the respective Clerk's Offices alternate the responsibilities of preparing agendas and minutes for said meetings, dependent on meeting location.

Reporting:

The City of Hamilton will report to the General Issues Committee.

The City of Burlington will report to the Budget and Corporate Services Committee.

Meetings:

The Greater Bay Areas Sub-Committee will meet quarterly, or at the request of the Co-Chair's.