



Association of Municipal Administrators, NS

GAS TAX FUNDING FORMULA REVIEW COMMITTEE

Term of Reference

April 14, 2021

Group Name: The name of the group will be the Gas Tax Funding Formula Review Committee.

Authority: Established by the Association of Municipal Administrators, Nova Scotia (AMANS), the Gas Tax Formula Review Committee will report to the AMANS Board of Directors.

Background: Since the implementation of the current Gas Tax Funding Formula in 2005, the formula has been reviewed once—in March 2015, by Canmac Economics Limited, for the Nova Scotia Federation of Municipalities. The primary conclusions of the Canmac review were that:

- “alternative funding formulations do not change, in an appreciable manner, the amount of the gas tax going to regional municipal units vs towns vs rural units”, and
- “...if the formula is to change significantly, it appears the focus would have to be on the intended policy of the program rather than the make-up of the existing formula” (Canmac Economics Limited, 2015: 10-11).

Given the current formula’s perceived inequities, and that six (6) years have elapsed since the Gas Tax Funding Formula was last reviewed, the AMANS Board of Directors believe a review is appropriate at this time.

Mandate: Explore alternatives to the current Gas Tax Funding Formula, developed in 2005.

Guiding Principles: The work of the committee will be guided by the following principles:

- **Equitable:** Funding should be allocated among municipalities on a fair and equitable basis.
- **Stable and Predictable:** The formula should allocate funding to individual municipalities in a manner that facilitates long-term planning.

Recommendations: The Committee will make recommendations to the AMANS Board of Directors to forward to the Nova Scotia Federation of Municipalities (NSFM) for consideration.

Committee Composition: Committee members shall be appointed in accordance with the AMANS Committee Selection Policy. The committee shall be comprised of the following voting members:

- Five (5) Association of Municipal Administrators, NS representatives;
- One (1) Department of Municipal Affairs representative; and
- One (1) Nova Scotia Federation of Municipalities representative.

The AMANS Executive Director will serve as non-voting ex-officio member.

The Committee will be no larger than seven (7) members, excluding ex-officio members.

Note: From time to time the Committee may invite subject experts and specialized resources to aid the group in meeting its mandate. Persons other than Committee members may, with permission of the Committee, attend any meeting for the purpose of providing information, making a submission or providing feedback. Such persons may, with the permission of the chair, speak on an issue, but are not involved in the decision process.

Resignation from the Committee: A member's resignation from the committee must be given in writing to the chair.

Term of Office: This is an ad hoc committee; once the work is completed the term of office expires. The term of the work is anticipated to be completed by April 2022.

Meetings: Every attempt will be made to schedule meetings at least seven (7) days in advance, meetings shall be monthly. Meeting frequency may change according to the needs of the committee and the committee members' availability.

Attendance at Meetings: If committee members are unable to attend, they must notify the chair. A member of the committee who, without leave of the committee, is absent from three consecutive regular meetings of the committee may be requested by the chair to vacate his / her position.

Quorum: A quorum shall be fifty (50) percent of voting members, plus one member.

Role of Committee Chair: Once appointed, the committee chair will be expected to:

- Ensure that the work of the committee is in keeping with the mandate as outlined in the Terms of Reference
- Chair the meetings of the Gas Tax Funding Formula Review Committee;
- Set the agenda for each meeting;
- Assign work to committee members;
- Ensure that all members at meetings have an opportunity to participate in discussions
- Respect and support committee actions through a unified voice, once the committee has made its decision.

Role of Committee Members: Once appointed, committee members will be expected to:

- Regularly attend meetings;
- Stay informed about committee matters, and prepare for all meetings by reviewing minutes, agenda and supporting materials;

- Actively participate in a respectful and engaged manner;
- Be committed to the work and mandate of the committee;
- Volunteer for and willingly accepts assignments and completes them thoroughly and on time;
- Respect and support committee actions through a unified voice, once the group has made its decision; and
- Hiring and oversight of any external resources needed.

Decision Making: The members of the committee shall make every effort to come to consensus during the decision-making process. The committee will use consensus decision making to facilitate better decisions through:

- Including the input of all committee members;
- Including and respecting all parties, and generating as much agreement as possible;
- Setting the stage for greater cooperation in implementing the resulting decisions;
- Promoting an atmosphere that fosters group cohesion and interpersonal connection.
- If committee members cannot reach an agreement, the committee may have a motion put forth which requires a vote be taken.

Approval Date: April 23, 2021