



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

LIONS BAY BEACH PARK ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

The Lions Bay Beach Park Advisory Committee (LBBPAC) is established as an advisory committee to represent the community and provide advice on potential improvements to the Lions Bay Beach Park through the development of a Lions Bay Beach Park Revitalization Plan.

Establishment, Authority and Term

Section 142 of the Community Charter provides Council with the authority to establish Select Committees and the LBBPAC is established as of September 12, 2017.

The Committee's role is advisory; it has no authority to approve or implement decisions. The Committee shall report directly to Council through its minutes. The Council member shall be the Chair of the Committee.

The Committee work is expected to take approximately 3 months.

Duties

Provide input, feedback and advice on potential improvements to the Lions Bay Beach Park through the formulation of a Lions Bay Beach Park Revitalization Plan.

Origin of Work

Staff have identified a number of structures within the Lions Bay Beach Park which require removal or replacement. Rather than tackling these issues in isolation, it was determined that this would be an appropriate time to get public input and approach these issues through the formulation of a holistic plan for the Park.

Composition

The Committee shall be comprised of:

- a. at least 3 and at most 5 members of the public with the following qualifications:
 - i. experience working with committees;
 - ii. a resident of Lions Bay;
 - iii. connection to the community;
 - iv. representing a variety of community interests;
 - v. experienced in consensus building;
 - vi. ability to advance the work of the Committee
 - vii. availability.
- b. 1 member of Public Works (Public Works Manager);
- c. 1 member of Council.

Meeting Schedule

The LBBPAC will create a schedules of meeting that will be shared with the Committee and Administrative staff. Meetings will be properly noticed and posted on the Notice Boards and on the municipal website.

Support Services

The Chair will be responsible for coordinating meeting agendas with municipal administrative staff and a designated Committee member will take meeting minutes.

Decision Making Approach/Formulating Recommendations

The LBBPAC will build toward consensus in formulating and evaluating alternatives, and in making recommendations. Unanimity is not required, nor is voting. In conducting their work, the LBBPAC shall:

- Retain a clear view of their purpose and Terms of Reference
- Take a focused, task-oriented and time sensitive approach
- Be accountable to each member for the effectiveness of the group as a whole

Conflict of Interest

LBBPAC members shall advise of personal conflicts of interest. For example, situations where a member has a direct or indirect interest in the deliberations, pecuniary or otherwise. Where an actual or potential conflict of interest exists, the member shall declare it, explain its nature to the group, and recuse themselves from any discussion regarding the matter.

Communication Consultation Strategy

The LBBPAC may consult with the community at large on questions or issues identified by the group.

Adopted by Council:	September 12, 2017
Amended:	