



## **Lora Bay Working Group**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Lora Bay Working Group is endorsed by Council for the purposes of addressing key issues in the Lora Bay area, considering solutions, and bringing forward recommendations to Council in order to enhance the well-being of local residents.

#### **2. MANDATE**

The Mandate of the Town's Lora Bay Working Group is to provide an opportunity for Town staff to collaborate with the Lora Bay residents and Condominium Corporations as representatives of the Lora Bay Area to:

- Establish a clear roadmap of potential actions and resource allocations that align with the Town's overall goals and vision;
- Maintain a comprehensive understanding of the community's challenges and opportunities focusing on the following priorities;
  - Improvements to pedestrian safety and active transportation
  - Effective planning and management of traffic
  - Creating strong community partnerships and considering potential funding opportunities through collaborative co-investment strategies for Council consideration
  - Reviewing the Town's Leisure Activities Plan and considering the potential expansion and connectivity of active transportation, parks, and recreational programming that foster community engagement
  - Promoting conservation and enhancement of natural and cultural heritage through sustainability and asset management
  - Creating recommendations that enhance and improve community engagement, collaboration, and inclusivity

### **3. MEMBERSHIP/VOTING**

The Lora Bay Working Group will be comprised of representatives of the Lora Bay Area along with up to two (2) members of staff.

The composition is noted below:

**Members:**

- \_\_\_\_ Members of the Lora Bay Area
- One (1) Lead Member of the Lora Bay Area
- One (1) Lead TownStaff Resource
- One (1) Additional Town Staff

One (1) additional Staff Resource for administrative duties, note-taking, and logistical scheduling for up to nine (9) meetings.

Formal minutes will not be taken through the staff resources provided by the Town. Notes taken will be in the form of action items highlighting agreed-upon next steps and identifying those individuals responsible for the completion of specific tasks.

**Members will:**

Members of the Lora Bay Working Group are expected to know and abide by relevant conduct policies of the Town listed in this Terms of Reference. In addition, the following guidelines shall be understood by members of the Lora Bay Working Group:

- a) Members shall not direct or release any messaging without the approval of the Lora Bay Working Group;
- b) All members play an important and equal role in ensuring that a functional relationship with high integrity exists within the Lora Bay Working Group;
- c) Constructive and informative debate and opinion sharing can be a constructive part of the group decision-making process. However, when the debate becomes ongoing, inappropriate, unconstructive, or offensive, and before becoming a conflict, each member shares equal responsibility and may need to intervene with an appropriate dispute resolution mechanism.

It is the responsibility of the member to declare any affiliations and/or inclusion on the Town's Lobbyist Registry to the Town Clerk as soon as possible in writing.

#### **4. QUORUM**

A Working Group is not required to follow the Town's Procedural By-law, therefore there are no requirements relating to Quorum as per the standards of the *Municipal Act, 2001*. However, an actual meeting of the Lora Bay Working Group shall have at least one (1) member of the Lora Bay Area representative, and one (1) member of Town staff present.

#### **5. REMUNERATION**

No compensation shall be provided to non-Town staff members of the Lora Bay Working Group for their participation.

#### **6. MEETINGS**

The Lora Bay Working Group will meet up to nine (9) times with the Term of the Lora Bay Working Group ending no later than May 31, 2024. Meetings shall have a duration of no longer than two (2) hours in length.

If an extension of time is required, Town staff may provide a recommendation via a formal staff report to Council to determine if the continuation of the Working Group is supported by Council. Rationale and justification for the continuation shall be provided for Council consideration that clearly demonstrates that the original scope and focus have been maintained by the Lora Bay Working Group and demonstrate that additional time is required to complete the work.

#### **7. AGENDA, MINUTES AND PROCEDURE**

Agenda items will be set through the mutual consent of the Lora Bay Area Lead Representative and Lead Town staff.

#### **8. RELATED POLICIES AND TRAINING REQUIREMENTS**

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)