

This document can be made available in other accessible formats as soon as practicable and upon request



Staff Report

Administration – Chief Administrative Officer

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: September 11, 2023
Report Number: FAF.23.139
Title: Lora Bay Working Group
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.23.139, entitled “Lora Bay Working Group”;

AND THAT Council endorse the working group structure concept and the attached Terms of Reference for the establishment of a Lora Bay Working Group;

AND THAT Council direct staff to initiate a series of meetings with representatives of the various Lora Bay Condominiums as outlined in this report and attached Terms of Reference.

B. Overview

This report brings forward the concept of creating a Working Group for the Lora Bay Area similar to the Craighleith Working Group that was established earlier this year.

C. Background

Over the past several years, staff have met with residents of the Lora Bay Area to discuss a range of topics, concerns, and opportunities.

Creating a Working Group that has representation of area residents and the various Condominium Corporations provides an opportunity to support productive and coordinated discussion and engagement between residents and Town staff.

A meeting was held on June 28, 2023, with Town staff and a group of interested and engaged Lora Bay Area residents where the concept of establishing a Working Group was brought forward by staff to continue a coordinated effort to work on specific points of concern moving forward.

D. Analysis

Similar to the Craigleith Working Group, staff suggest that, if endorsed by Council, staff would work with the Lora Bay Area residents to create a Terms of Reference document to outline the Working Group's scope and mandate.

Staff are currently working on reviewing the Condominium Declarations of the various Lora Bay Condominium Corporations and comparing them against the Development Agreements to ensure consistency. This review is a long overdue process but one that staff is committed to.

Similar to the Craigleith Working Group, topics such as strategic planning for active transportation opportunities, and the smooth, well-communicated transition of future developments are key aspects that the Working Group could consult on to avoid future conflict and confusion.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None.

G. Financial Impacts

Staff time to establish the Working Group.

H. In Consultation With

Senior Management Team

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

1. Draft Lora Bay Working Group Terms of Reference

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
Shawn Everitt, Chief Administrative Officer
cao@thebluemountains.ca
519-599-3131 extension 234

Report Approval Details

Document Title:	FAF.23.139 Lora Bay Working Group.docx
Attachments:	- Attachment-1-Draft-Lora-Bay-Working-Group-Terms-of-Reference.pdf
Final Approval Date:	Aug 28, 2023

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Aug 28, 2023 - 9:29 AM



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 Town Staff 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](#)