

**TOWN OF GEORGINA
Lake Drive- Shoreline Jurisdiction Ad Hoc Committee**

TERMS OF REFERENCE

1. Purpose

Provide information and assistance in the drafting of a comprehensive policy for submission to Council with respect to the use of Town road allowance in the area of the Lake Drive North and East shoreline.

2. Meetings

- i. The Committee shall meet as required throughout the year.
- ii. Quorum for the Committee shall be the majority of the appointed membership (50% plus 1 or round up to nearest whole number).
- iii. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
- iv. A member shall not be absent for three (3) consecutive meetings without notice. For any anticipated lengthy absence (3 meetings or more), the member shall submit a request for leave of absence in order to preserve membership standing. Without a valid and acceptable reason, the individual's appointment to the Committee will be rescinded.

3. Agenda

The Agenda of the Committee may contain the following items:

- 1. Call To Order**
- 2. Approve/Amend Agenda**
- 3. Declaration of Pecuniary Interest**
- 4. Deputations/Presentations** if required
- 5. Adoption of Minutes**
- 6. Unfinished Business**
- 7. New Business**
- 8. Correspondence**
- 9. Information** Next meeting date: _____
- 10. Adjournment**

4. Responsibilities

The Committee will elect and appoint a Chair and Vice Chair, and shall:

- i. Draft formal policy, for recommendation to Council, pertaining to acceptable use of Town road allowance in the area of the North and East shoreline of Lake Drive.
- ii. Ensure such draft policy:
 - Provides for continued exclusive use of the road allowance abutting the Lake Simcoe shoreline by indirect lake front property owners.
 - Establishes standards for reasonable use of, maintenance of, and improvements on the road allowance.
 - Addresses liability issues associated with the use of the Town road allowance.
 - Ensures protection of shoreline aesthetics/vision of the lake front.
 - Examines the limits of the Lake Drive road allowance.
 - Examines options for formalizing the use of the road allowance by the indirect lake front property owners.
 - Ensures the protection of the environment.
 - Ensures the protection of the health, safety and wellbeing of person using the road allowance.
 - Ensures the protection of the integrity of the travelled portion of the road allowance.

5. Reporting and Recommendations to Town Council

- i. When requiring a matter to be considered or a decision of Council, the Committee shall make recommendations to Council, by reporting in a report format to include:
 - background information to be a brief synopsis or history of the issue
 - options for consideration to include financial and policy implications
 - a recommendation for Council's consideration
- ii. The report will be separate from the Minutes. However, information in the minutes pertinent to the recommendation will be summarized in the report to Council.
- iii. Reports for consideration to Council shall be provided to the Clerk for processing.
- iv. Should the Committee wish to provide a deputation to Council, a request shall be made in writing through the Clerk's office.

6. Membership

- i. Appointed by Council, the Committee shall consist of:
 - Mayor Quirk, Councillor Fellini and Councillor Neeson
 - Residents Alan Drenfeld, Susan Jagminas, Peter Stevens and Deyril Blanchard
 - Eastbourne resident representative Carr Hatch
 - One (1) to three (3) citizen appointments
- ii. Resignations from the Committee must be in writing to the Committee and Council.

7. Length of Term/Vacancies

- i. The Committee shall be appointed until the submission of a comprehensive report and recommendations to Council.
- ii. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

8. Member in Good Standing

The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the Georgina Shoreline Jurisdiction Ad Hoc Committee in public.

Consequences:

Upon any infraction of the above (which infers a negative impact upon the effectiveness of the Committee's work), a member can be put on probation for a two-meeting period with a letter from the Chair and/or a vote from members. If the conduct of the member continues to impact negatively upon the Committee's work, during and following the probation, then the Committee may make recommendation to Council to remove the member from the Committee.

9. Use of Town Logo/Letterhead

- i. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall not significantly bind the Municipality and shall be approved by the Communications Coordinator.

- ii. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

10. Authority

- i. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.
- ii. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required.
- iii. Any information or action that binds the Corporation will require Council's approval.

11. Confidentiality

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the Act, which pertain to the conduct of officials.

12. Procedural By-law

The rules and regulations contained in the procedural by-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.