

Sherbrooke Lake Park Advisory Committee

Terms of Reference

Introduction

In 2015, the Municipality of the District of Lunenburg (MODL) appointed a Sherbrooke Lake Access Advisory Committee (SLAAC) which consisted of ten community volunteer members from both MODL and the Municipality of the District of Chester (MODC). MODL made the commitment of providing public access to Sherbrooke Lake. The mandate of the committee was “to provide broad based community advice to the Municipality, provide options available for establishing public access to Sherbrooke Lake, and to engage the public using various methods to ensure community input throughout the process of determining public access to Sherbrooke Lake.”

In 2015, UPLAND Planning + Design was hired to conduct an extensive public consultation process which consisted of a survey (over 1,000 valid responses), three public open houses and a focus group. This public consultation report helped SLACC in assessing potential properties and making recommendations to MODL Council. The report was presented to the two Councils in June/July 2016. There were a number of recommendations in that report concerning the features to be considered.

In March of 2017 MODL entered into a Memorandum of Understanding with the Municipality of the District of Chester in which it was agreed that “the Parties will establish a Park Advisory Committee that will consist of the members from each municipal unit as appointed by each respective municipal council.”

Mandate/Purpose

The purpose of the Sherbrooke Lake Park Advisory Committee, hereinafter referred to as the Park Committee, shall be strictly advisory in nature to provide advice to the Municipality of the District of Lunenburg on the design, development and operations of the park on PID’s 60477047 and 60644440, land acquired by MODL for the purposes of providing public access to Sherbrooke Lake.

The Park Advisory Committee will work towards having the land developed to ensure public access and that development is done in a manner that provides public space and access on Sherbrooke Lake that respects the natural environment and the surrounding community on Sherbrooke Lake, as outlined in the MOU.

Composition

1. The Park Committee is a volunteer committee of the MODL Council, and shall be composed of the following as agreed to in the MOU:
 - Three individuals from MODL, appointed by MODL Council

- Three individuals from MODC, appointed by MODC Council

Members that serve on this Committee are ineligible to serve on the Sherbrooke Lake Stewardship Committee.

Term

2. One community representative from MODL and MODC will serve a two year term and one community representative from MODL and MODC will serve for a three year term. With each new appointment, a community representative term for both MODL and MODC will be for three years. Concerning Councillor appointments each Municipal Unit will follow their policy concerning Councillor appointments to Committees.
3. Members, other than Municipal Councillors, may serve no more than one term but may be reappointed after an absence of one year, or where no other interest have been received for the same position.
4. A member who has filled a vacancy on the Committee may put their name forward for re-appointment. However, the re-appointment will be at the discretion of the Nominating Committee for each respective Council.

Absences

5. If a Committee member is absent for three (3) consecutive meetings without reasonable cause, the Committee can make a request to MODL or MODC Council, depending on who the absentee member is appointed to represent, to replace the absent member.

Structure

6. The Committee shall elect a Chair, Vice-Chair and Secretary annually. The term of appointment shall be for one year, renewable.
7. The Chair will be responsible for calling and chairing meetings, developing the meeting agenda and distributing it to all Committee members in advance of the meeting, ensuring the active participation of members and that decisions are made based on consensus. Where consensus cannot be reached, a decision will be made by simple majority. The Chair will serve as the spokesperson of the Committee. In the absence of the Chair, the Vice-Chair will assume the responsibilities of the Chair, or if neither the Chair or Vice-Chair are available an alternate may be appointed by the Committee.
8. The Secretary of the Committee will take minutes, distribute them to all Committee members and ensure they are posted on both MODL's and MODC's websites. Minutes will not be posted until approved by the Committee.
9. Quorum will be 50% + 1.

10. Sub-committees or working groups to address specific responsibilities outlined in the terms of reference may be established by the Committee. Sub-committees will report back to the Committee.
11. All members of the Committee shall serve in a volunteer capacity without remuneration from MODL or MODC, other than travel costs which will be based on an established per km rate by MODL.
12. The Committee shall meet as necessary, but no less than three times a year.
13. An orientation session will be held annually to review the Committee's purpose and duties.
14. When a member's term is up an ad will be posted seeking individuals to apply to serve on the Committee. Applications will be forwarded to the MODL and MODC Nominating Committees of Council, who will then make recommendations of appointments to MODL and MODC Council. MODL Council will appoint its representatives and MODC Council will do the same.
15. All meetings will follow the meeting procedures and rules of debate as per policy MDL-01 and the Government of Nova Scotia Conflict of Interest Policy shall be followed.

Duties/Responsibilities

16. Using the design recommendations of the Sherbrooke Lake Access Advisory Committee and further defined in the MOU, define the key design elements to be provided to a consultant to complete preliminary and ultimately final design.
17. Consult with the immediate/adjacent neighbors in the development of the design elements.
18. Oversee the design of the Open Space.
19. Consult with the larger community of the final design.
20. Present a draft design to both MODL and MODC Councils.
21. Based on feedback from presentations to MODL and MODC Councils, revise draft design, if required.
22. Recommend a final design to MODL.
23. Provide advice to MODL Council on operation of the park once developed.

24. Ensure the three key design principles are incorporated which are:
 - Public Access shall have an environmental focus
 - Public Access should be safe, clean and secure
 - Public Access should be accessible for the general public
25. The final recommendations in the Sherbrooke Lake Access Advisory Committee Report shall form the key elements of the Open Space design and management.
26. Employ an adaptive management approach where MODL may implement the design over several years.
27. Once development begins, monitor and evaluate use and report back to MODL Council to aid in the consideration of expanding services at Sherbrooke Lake.
28. The Chair of the Committee may be requested to provide updates to MODL and MODC Councils.
29. All statements made to the media will be made by the Mayor and the CAO or designate.

Administration

30. The Committee shall be supported by MODL staff and consulting resources when required. Staff at MODL will attend meetings as a resource to the Committee.
31. MODL shall provide administrative services such as map production, photocopying, seeking funding and posting minutes on the websites.

Reporting Structure and Annual Report

The Committee will prepare an annual report to MODL and MODC Councils reviewing its purpose, responsibilities and recommendations. The process will be led by the Chair of the Committee and may include a presentation to the Councils. The Committee may provide interim updates through the year if required.

Minutes and agendas are to be posted on MODL's and MODC's websites. Minutes will be posted once approved by the Committee.

Review

The Terms of Reference will be reviewed at least once every five years.