

Schedule "A" to By-law 2017-22
Town of Wasaga Beach
Beachfront Management Board
TERMS OF REFERENCE

Mandate:

The Beachfront Management Board, reporting through Committee of the Whole, is responsible for the overall management of the Town owned or managed properties at Beach Area 1 and 2 from the Spruce Street Parking Lot to Sixth Street, from the Nottawasaga River to the northerly edge of the Town in a business-like manner.

This includes oversight for building repairs and maintenance, park maintenance, commercial leases, special events, and beach maintenance.

Board Purpose:

1. The responsibilities of the Board would be as follows:
 - a. To oversee the day-to-day operation of the Town owned or managed properties at Beach Area 1 and 2, including the Main Street Market.
 - b. To oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures, including parking lots
 - c. To consider, negotiate and approve commercial leases for retail stores, restaurants, businesses operating on the beach at Beach Area 1 & 2 and licensed establishments located within the Beachfront Area
 - d. To consider and approve maintenance contracts for the area
 - e. To consider and approve events taking place in the designated Beach Area 1 area
 - f. To identify and pursue events for Beach Area 1 that will benefit tourists and residents
 - g. To oversee the management and maintenance of the portion of Beach Area One and Two that is subject to an Agreement between the Town and Ontario Parks**
 - h. To oversee the maintenance of the MPA
 - i. To oversee the marketing of the area as the major beachfront tourist area on Georgian Bay
 - j. To oversee the delivery of Tourist information services

Delegated Authority

1. The Beachfront Management Board will have authority to act in accordance with the authority delegated by Council.
2. The Board is to have budget authority for expenditures to a maximum of \$50,000. Purchasing actions are to follow Council's Purchasing Policies.

3. The Board Chair or designate will have the authority to direct the staff assigned to support the Board in circumstances where decisions are required that beyond the authority of staff.
4. The Board is to follow the requirements of Council's Procedural By-law, Code of Conduct and other applicable Town policies
5. The Board will operate under Council approved procedures when considering, reviewing and negotiating potential events
6. The Board may not bind the Corporation for any period longer than five years. Any action that binds the Corporation beyond this period will require Council's approval prior to the action being taken.

Budget Responsibility

1. Board is to submit an annual Operating and Capital Budget and Capital Forecast for Council's consideration as part of the Town's annual budget process
2. Once the Budget is approved, the Board would have responsibility for the administration of the Budget as per Council's delegated authority and the Town's Purchasing By-law
3. Spending authority is set at a maximum of \$50,000 for any single purchasing action. Any purchasing action above this amount would require Council approval.
4. Quarterly reports would be required to be submitted to Council
5. The Treasurer, or designate would administer the financial aspects of all leasing and purchasing functions

Board Composition

1. The Board will consist of eight members including a chair who will vote only in the case of a tie.
2. Three members of the Board will be members of Council.
3. Four members chosen from the community based on the skills, knowledge and experience. Skills being sought include commercial leasing, restaurant management, property management and events management.
4. One member will be a representative of the tenants at Beach Area one.

Per Diem

1. Public members of the Board are to be paid a per diem of \$50.00 per meeting attended and \$60.00 per meeting if they function as Chair of the Board.

Term of Office

1. Each elected representative shall be appointed for a term to coincide with the term of Council.
2. Community representatives and the tenant representative shall be appointed for a term to coincide with the term of Council and shall continue after the term until Council makes new appointments.
3. A call for community and tenant membership shall be conducted by the Town Clerk in accordance with Council's policies on Committee and Board appointments

Vacancies

1. The chair shall inform the Clerk's office of an vacancies
2. Should a vacancy occur during an elected member's term of office, Council on the advice of the Mayor shall appoint a new representative to complete the balance of the term.
3. Should a vacancy occur during a public member's term of office, Council on the advice of the Mayor shall appoint a replacement to complete the balance of the term and shall consider the sector that the position represents.
4. The replacement may be selected from amongst the names submitted during the annual call for members of the public. In the event of the unavailability of a suitable alternate from the list of names submitted or a candidate from a particular discipline, Council will advertise for a member.

Meetings

1. Quorum consists of a majority of the membership plus one
2. Meeting shall occur monthly, unless determined by the Chair. Additional meetings may be required during the year to deal with issues as they arise
3. The Board shall follow the provisions of Council's Procedural By-law as it relates to the function of the Board

Staff Support

Staff support to the Board will be provided as follows:

1. General Manager – CAO or designate from the CAO's Office
2. Property Manager
3. Special Events Coordinator
4. Financial support, as required
5. Economic Development and Tourism support, as required
6. Public Works support , as required

7. Municipal Law Enforcement support, as required

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8. Recreation Division support, as required

These staff will be seconded to the Board and will carry out the directions of the Board as required. During the off season, staff will primarily work in their home Departments, but will also have responsibilities to the Board.

Communication and Reporting

The minutes of the Board shall be presented to the Committee of the Whole for review.

For decisions of Council, the Board shall make recommendations to Council through staff reports.

The Board shall provide quarterly reports to the Committee of the Whole updating Council on highlights from the Board.

The Board will submit an annual report at the end of the year outlining the Board's accomplishments in the previous twelve months, its work plan, and projects for the coming year.

Web presence is to be supported through the Town's web site at www.wasagabeach.com, through the Clerk's office based on information provided by the Board.

Conflict of Interest

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

Indemnities to Committee Members and Others

Board members shall be covered by the municipality's general liability insurance policy as it relates to Boards of Council's activities.

Review and Update of the Terms of Reference

The Terms of Reference are established and approved by Council and can only be altered by Council.