

Beaches Resource Team

Terms of Reference

January 21, 2021

Role/Purpose

The Beaches Resource Team will provide a collaborative approach to guidance and expert advice in the implementation of the Municipality of Barrington's Beaches Strategy and associated plans.

Term

This Terms of Reference is effective from February 1, 2021 and continues until the expected date of completion of the enhancement work.

Membership

The Team will comprise of:

- All five members of Council
- Chief Administrative Officer of the Municipality of Barrington
- Director of Marketing and Tourism Development of the Municipality of Barrington
- Representative(s) of the Nova Scotia Department of Environment (NSE)
- Representative(s) of the Nova Scotia Department of Lands and Forestry

Roles and Responsibilities

The Team will:

- foster collaboration.
- remove obstacles to the Municipality's successful delivery of their Beaches Strategy.

- maintain at all times the focus of the Municipality's on the agreed scope, outcomes and benefits.
- monitor and manage the factors outside the Municipality's control that are critical to its success.

The membership of the advisory group will commit to:

- attending all scheduled Team meetings.
- sharing all communications and information to all members.
- making timely decisions and taking action so as to not hold up the project.
- notifying members of the Team, as soon as practical, if any matter arises which may be deemed to affect the development of the project.

Members of the Team will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner.
- to be given reasonable time to make key decisions.
- to be alerted to potential risks and issues that could impact the project, as they arise.
- open and honest discussions, without resort to any misleading assertions
- ongoing 'health checks' to verify the overall status and 'health' of the project.

Meetings

All meetings will be chaired by the Chief Administrative Officer of the Municipality of Barrington.

Decisions will be made by consensus (i.e., members are satisfied with the decision even though it may not be their first choice).

Administrative support will be provided by the Director of Marketing and Tourism Development of the Municipality of Barrington, this includes:

- preparing agendas and supporting papers.
- preparing meeting notes and information.

Meetings will be held bi-weekly or monthly until the completion of the enhancement work either virtually or in-person at the Municipal Administrative Centre.

If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing at any time by the Municipality of Barrington.

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