

Schedule A to Resolution 2024 - 015

Waterfront Advisory Committee

Terms of Reference

1. Purpose

To provide advice to Council by identifying opportunities to demonstrate environmental stewardship, beautify and enhance the waterfront as a people gathering place, as well as educating businesses and members of the public regarding these topics.

2. Mandate

To provide feasible and actionable input and advice on municipal programs, services, initiatives, and facilities within the scope of these Terms of Reference and applicable Town policies and By-laws.

3. Roles and Responsibilities of Members

The role of the WAC is to be proactive and provide advice to Council regarding the waterfront, including the environmental stewardship, education, beautification, and opportunities to enhance the waterfront as a people gathering place.

The mandate will be achieved by:

- a) Researching other waterfront communities;
- b) Engaging the public and businesses operators;
- c) Liaising with the Downtown Business Association (DBA) that share several common goals;
- d) Accessing information and resources offered through organizations such as the Georgian Bay Biosphere and Georgian Bay Forever and reaching out to other resources such as the Towns Economic Development Officer;
- e) As appropriate, executing recommendations approved by Council;
- f) Providing input and advice on other matters for which Council may specifically seek advice; and
- g) Celebrating WAC achievements.

4. Term

The length of term for the Committee members will correspond with the term of Council.

5. Committee Composition and Membership

- a) The WAC shall consist of up to nine (9) voting members
- a) Seven (7) citizen appointments (to be nominated by public advertisement);
- b) Two (2) Town of Parry Sound Councilors;
- c) Up to one, non-voting youth member (13-18 years of age);

The WAC will elect a Chair and Vice-Chair from its members.

Any resignations from the WAC shall be tendered in writing to the Chair who will advise Council.

Town staff shall provide administrative and technical support, maintain records and minutes for meetings of WAC.

If a Committee Member is absent for three (3) consecutive meetings, they have forfeited their membership unless their absence is justifiable and approved by the WAC.

5. Definition of the Waterfront Area

For the purposes of the WAC, the entire waterfront within the Town of Parry Sound municipal boundaries is included from the municipal boundary with Seguin Township to the municipal boundary with the Municipality of McDougall.

6. Qualifications and Experience

- a) Must be a resident or a business owner in the Town of Parry Sound.
- b) Must be at least 18 years of age (except for the youth member).
- c) The Committee will be seeking members with experience in the following areas:
 - i. Environmental stewardship;
 - ii. Waterfront enhancement;
 - iii. Creating people gathering places;
 - iv. Event organization/management experience.

7. Meetings & Notifications

If a Committee Member is absent for three (3) consecutive meetings, they have forfeited their membership unless their absence is justifiable and approved by the WAC.

Meetings will occur quarterly or at the call of the Chair.

A maximum time limit of two (2) hours is established for meetings. However, special circumstances may arise when this time limit is exceeded. All meetings are open to the public.

A quorum shall consist of a majority of voting members. If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting must be rescheduled.

Decisions will be carried by a majority of the members present and subject to approval of Council.

The WAC will attempt to work on a consensus basis. If a consensus vote cannot be reached and there are differing opinions on issues, formal votes may be called by the Chair, with each member having one vote.

Meeting procedures will be in accordance with Town of Parry Sound Procedural By-law (2020-7061) as applicable or its successor by-law.

8. Authority

The WAC is a citizens advisory committee to Council; its authority is limited to these terms of reference.

WAC reports and recommendations will be submitted to the Waterfront Advisory Coordinator and distributed to the appropriate department and Council.

9. Amendments

Amendments to the Terms of Reference can only be made by Council. The WAC may review the Terms of Reference from time to time to make recommendations to Council regarding amendments.

10. Pecuniary Interest

In accordance with the Municipal Conflict of Interest Act, any member of the WAC shall disclose any direct or indirect pecuniary interest for themselves or a family member and shall state the general nature of such interest. The disclosure shall be recorded accordingly. The WAC member shall not vote on a matter if they have declared a pecuniary interest.