



WATERFRONT ADVISORY COMMITTEE Terms of Reference

1. PURPOSE

Bayham's Waterfront Advisory Committee is responsible for ensuring that criteria through the Blue Flag program is met annually to uphold the Blue Flag status for the Port Burwell East Beach. Members of the Waterfront Advisory Committee will be considered the "Beach Management Committee" as required through the Blue Flag program.

2. DUTIES

It is the duty of the Waterfront Advisory Committee to encourage healthy and sustainable use of the Port Burwell waterfront by residents and visitors. The Waterfront Advisory Committee receives information and makes recommendations to Council that are consistent with approved Blue Flag Beach criteria.

The Waterfront Advisory Committee will also receive information on and is responsible for providing general recommendations to Council regarding East Beach parking area amenities and matters regarding the East Pier.

3. MEMBERS

The Waterfront Advisory Committee is comprised of five (5) voting members consisting of four (4) members of the public and one (1) member of Council. The appointed member of Council shall be the Chair. The Mayor may attend meetings in an *ex-officio* capacity and does not have a vote.

4. APPOINTMENTS & QUALIFICATIONS

Appointments will be carried out as outlined in the Advisory Board and Committee Policy.

The ideal member for the Waterfront Advisory Committee should be:

- A resident of Bayham
- 18 years of age or older
- Available for in person meetings held at the Municipal Office in Straffordville
- Has previous experience being an Advisory Board or Committee member
- Has knowledge of the Blue Flag requirements
- Has knowledge of the Port Burwell East Beach amenities and operations

- Knowledgeable of local natural environment, invasive species, and impacts to waterfront dynamics
- Experience with environmental education programming

Staff members are not eligible to serve on an Advisory Board or Committee.

5. MEETINGS

The Waterfront Advisory Committee will meet a minimum of four (4) times a year with Regular Meetings set quarterly by the Committee at the first meeting of the year. Additional meetings may be scheduled by the call of the Chair if required.

6. ADMINISTRATIVE SUPPORT

The Deputy Clerk or designate will attend all meetings and be responsible for the preparation and distribution of agendas and minutes. The CAO, for purposes of the Waterfront Advisory Committee, is the primary Staff Resource.

Specific staff members or external stakeholders may be requested to attend meetings from time to time, including representation from the Long Point Region Conservation Authority (LPRCA) and/or Otter Valley Naturalists.

Committee members cannot direct staff.

7. REPORTING RELATIONSHIP

Committees of Council provide recommendations to Council. Any motions passed by the Committee that involve a recommendation to Council will be presented to Council for consideration at the next available Regular Meeting agenda. Outcomes of Council's consideration will be provided to the Committee on their next available Regular Meeting agenda.

8. TERMINATION AND AMENDMENTS

This Committee shares the same term of Council unless otherwise stated. Council may terminate or amend the terms at any time as deemed appropriate.

9. OTHER

Committee members are to operate and adhere to all provisions set out in the Committee Policy and the Council Procedural By-law.

Members of the Waterfront Advisory Committee are volunteers and do not receive remuneration for their duties.