

**Burlington Waterfront Access and Protection  
Advisory Committee  
Terms of Reference**

**NAME:** Burlington Waterfront Access and Protection Advisory Committee (Citizen Advisory Committee)

**REPORTS TO:** City Council through the Community Development Committee

**CLERK:** Committee Clerk

**ESTABLISHED:** Report # MO-01-10, approved February 1, 2010

**REFERENCE ITEMS:** N/A

**1. BACKGROUND/SCOPE**

The scope of geographic area will include all lands adjacent to the waterfront and connected sub watersheds within the City of Burlington between the Oakville and Hamilton boundary lines, including but not limited to lands within 250 meters of the shore line.

**2. MANDATE**

The Burlington Waterfront Access and Protection Advisory Committee is established as a citizen advisory committee and mandated to review and discuss all or any matters relevant to the review area in order to create a cohesive vision for the future development of Burlington's waterfront and the adjacent waterfront lands.

The committee will:

1. Provide advice and insights to Council and staff by:
  - Investigating and advising Council on matters of land use development, shore line protection, waterfront trail development, waterfront park development, tourism opportunities, community access and public parking and any additional matters that may be referred to by Council falling within the defined waterfront lands.
  - Providing input and comments to Council regarding policy, re-zoning and planning issues affecting lands within the defined waterfront lands.
  - Developing a plan for ongoing city-wide community consultation on the future of land within the defined waterfront lands.
  - Liaising as required, with the many stakeholders and public agencies, in order to effectively utilize resources and share information.
  - Assisting the city and Council with subsequent Official Plan reviews within the defined waterfront lands with enhanced public participation.

- Maintaining ongoing dialogue by reporting annually to City Council about the mandate, annual priorities and accomplishments of the Committee
2. Develop an annual work plan including a communications plan and budget to meet the mandate of the committee, with a focus on addressing concerns together.
  3. Participate in meetings of Citizen Advisory Committee Chairs and other related meetings or training opportunities and keep current about City of Burlington policies that may impact the committee
  4. Liaise, on an as required basis, with the following groups in order to effectively and efficiently utilize resources and share information:
    - Conservation Halton
    - Royal Botanical Gardens
    - LaSalle Park Marina Association
    - Burlington Green
    - The Burlington Cycling Committee
    - Burlington Sustainable Development Committee
    - Save Our Waterfront Committee
    - Burlington Downtown Business Association
    - Hamilton Harbour Commission
    - Hamilton Harbour Remedial Action Plan
    - Bay Area Restoration Council
    - Other City of Burlington advisory committees as deemed required
    - Staff and committee volunteers working on similar issues in the surrounding waterfront communities
    - Other interested stakeholders and public agencies with an interest in the review area

**SUNSET/REVIEW DATE:** Spring 2012

### **3. MEETINGS**

An annual schedule of monthly meetings will be planned excluding July and August. Generally, meetings will be held at City Hall, during regular business hours and completed within 2 hours. Subcommittee meetings will be scheduled as required to complete the assigned work.

### **4. QUORUM**

Quorum of the Committee is greater than 50% of the number of members, excluding the Council representative. At a meeting that has been scheduled in accordance with proper notice and agenda distribution, if quorum is not attained, the meeting will proceed as scheduled. The notes of said meeting will include the notation that a quorum was not present at the meeting and no votes can be taken at the meeting.

At subcommittee meetings, a quorum is not required, but minutes must document the attendees present at the meeting and action items to be done. All minutes or action items will be sent to the Committee Clerk.

## 5. BUDGET CONSIDERATIONS

The fiscal year of the Committee will be January 1 to December 31 annually. The Committee will work with the assigned clerk to submit a budget request signed by the Chair that reflects their upcoming year's operating and capital needs, in keeping with budget directions and timelines. The Committee's budget will be presented within the Local Boards and Committees budget submission.

All financial commitments of the Committee must be approved through the Committee, with revenues and expenditures authorized through the committee clerk and processed in keeping with corporate policies.

## 6. COMMUNICATIONS

The Committee is expected to prepare an annual communications plan so that their committee clerk can work with the city's communications staff to meet the committee's needs. Web, design, printing and advertising services are provided with the associated costs funded by the committee's annual budget allocation.

## 7. COMMITTEE COMPOSITION AND ORGANIZATION

Committee membership total: 15

Role	Position
<b>Committee Member(s)</b>	<ul style="list-style-type: none"> <li>12 citizens with representation from every ward</li> </ul>
<b>Council Representative(s)</b>	<ul style="list-style-type: none"> <li>3 members of council with other members ex-officio;</li> <li>Councillor Thoem, Councillor Goldring and Mayor Jackson</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>Clerks Department</li> </ul>
<b>Departmental Resource/Support</b>	<ul style="list-style-type: none"> <li>Planning and Building Department</li> <li>Parks &amp; Recreation Department</li> </ul>
<b>External Resource</b>	<p>Council formally request the support of;</p> <ul style="list-style-type: none"> <li>appropriate Halton Region staff as it relates to Burloak Park, Beachway Park and the Cootes to Escarpment Park system, on an as needed basis</li> </ul>

	<ul style="list-style-type: none"> <li>• a designated staff liaison from the Conservation Halton in an advisory capacity</li> </ul>
--	---

## COMMITTEE MEMBER QUALIFICATIONS

Committee members will have the skills, knowledge, and experience to contribute effectively to the committee's objectives. Committee members must be a Burlington resident, business owner or stakeholder and be generally familiar with overall lakefront issues.

Experience in municipal planning, environment and municipal law are an asset.

## MEMBER SELECTION

Committee members will be selected through an application and interview process. All selected candidates must attend an orientation session offered by the Clerks Department. The initial interview panel will include two Council representatives or delegates, a staff representative and the committee clerk. The on-going interview panel will include the committee's chair, Council representative(s) or delegate(s), and the committee clerk.

## COMMITTEE ORGANIZATIONAL STRUCTURE

The committee will meet as a whole with an elected Chair and Vice Chair as the only formally recognized positions. Based upon the work plan the committee may establish sub-committees.

**The Chair and Vice Chair** are committee members elected who are a citizen or stakeholder representative. They are elected by the membership of the committee at the first committee meeting of each calendar year. The Council Representatives are not to hold the role of Chair or Vice Chair.

**Sub-committees:** The committee may establish sub-committees as needed to consider specific issues. Sub-committees are not required to be approved through Standing Committee and Council. Sub-committee members prepare their own agendas and minutes as required and make their own arrangements for meeting locations. At least one member of the sub-committee shall be a member of the main Committee to ensure effective communication between the two groups. Additional community volunteers may provide assistance on specific initiatives.

## 8. TERM OF OFFICE

**Committee members:** Two years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of two

consecutive terms at a time. The committee list is prepared by the committee clerk and will include the names, contact information and term of office of each committee member.

**Chair:** One year from date of election. Committee members considered for election as Chair, must have one year of experience as a Committee member. An individual may serve a maximum of three consecutive years as Chair.

**Vice Chair:** One year from date of election. An individual may serve a maximum of three consecutive years as Vice Chair.

Members of the Committee who have completed their term of office and wish to reapply for membership may indicate their interest by responding to public advertisements for membership.

If a member resigns before the completion of their term, a replacement may be appointed by a Committee majority vote at their monthly meeting. If the chair resigns before the completion of their term, the Vice Chair will complete the term left vacant and a new Vice Chair will be elected to complete the term left vacant.