



# Town of Georgina Waterways Advisory Committee (GWAC)

## Terms of Reference

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### 1. Purpose

1. To consult with the community and to provide information, advice and assistance to the community and Town Council relating to Georgina's navigable waterways. Further, to assist and provide advice to Town Council with respect to promoting the navigable waterways and attracting tourism; water levels; weeds; sediment and erosion; water quality; access to and from the water; recreational uses and other areas related to concerns on the waterways as may be identified.

### 2. Meetings

1. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.

### 3. Responsibilities

1. To elect and appoint a Chair and Vice Chair;
2. Undertake to research and recommend policies and initiatives that would promote tourism through the navigable waterways;
3. Endeavour to analyse the many issues surrounding the waterways in order to provide advice and/or recommendations to Council to rectify them;
4. Endeavour to provide advice and/or recommendations to Council regarding the promotion advocacy and awareness of the many issues surrounding the waterways;
5. Liaise with other appropriate committees (i.e. Economic Development, Environmental, and Agricultural) and engage in joint meetings with such committees as required;

6. Provide information, advice and assistance to Council and staff of the Town of Georgina on navigable waterways stewardship, promotion, preservation, protection and public awareness of waterway matters;
7. Review studies, plans, development proposals and other documents referred to the Committee by Council or staff and provide advice regarding their implications;
8. The GWAC will undertake initiatives which will help raise the profile of the navigable waterways in Georgina;
9. The GWAC will assist Council and staff in identifying research needs, gathering data, undertaking research and formulating a strategy to improve the information available for private and public use; and
10. To report to Council, on an annual basis, documenting the activities, accomplishments and comments deemed appropriate as the Committee attempts to fulfill its purpose.

#### **4. Term & Membership Composition**

1. Appointed by Council, the Committee shall consist of seven (7) members composed of:
  - a. Two (2) members of Council;
  - b. Five (5) citizen appointments.
  - c. The Mayor is an Ex-Officio member of the Committee

To be eligible to make application and to serve on this Committee the individual must be a resident of the Town of Georgina and over the age of 18 years.

2. Under the direction of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
3. Under the direction of the Director of Development Services, other support services will be provided by the Town of Georgina as required.
4. Resignations from the Committee must be in writing.
5. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
6. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.

7. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

## **5. Remuneration**

1. \$40.00 per meeting, not to exceed eight (8) paid meetings per year, if required.

## **6. Member in Good Standing**

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the GWAC.

## **7. General Conduct**

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

## **8. Budget**

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Development Services. In addition, other funds may be requested of Council for special projects or undertakings.

## **9. Use of Town Logo/Letterhead**

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

## **10. Authority**

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council's approval.

## **11. Confidentiality**

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

## **12. Procedural By-Law**

1. The rules and regulations contained in the Town Procedural By-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.

History: Amended by Council on August 15, 2018