



Beaverton Harbour Advisory Committee (BHAC)

Terms of Reference

1. Purpose

The Beaverton Harbour Advisory Committee is an advisory Committee of Council, established to complete a review of the Beaverton Harbour and provide input and recommendations to Council on different projects.

2. Mandate

- 2.1 With staff support the committee will review the Beaverton SkyWoman proposal and provide a formal recommendation to Council prior to December 31, 2020.
- 2.2 With staff support the committee will review the Beaverton Harbour and Thorah Island Harbour and provide a formal plan with recommendations to Council prior to December 31, 2021. In doing so the committee will review and consider the following:
 - Previous studies completed at the Beaverton Harbour including the 1997 & 2018 studies;
 - Existing practices;
 - The Beaverton Harbour ReWilding project;
 - The Beaverton Harbour public survey completed in fall of 2019;
 - Daytime and overnight parking at the Harbour; and
 - Ensure the public and community organizations are consulted during the review.

3. Term

- 3.1 Membership on the BHAC will be for the length of time the Committee takes to complete their work.

4. Composition

- 4.1 Council shall attempt to ensure that the BHAC is comprised of seven (7) voting members, appointed by Council, consisting of
- Two (2) members of Council;
 - One (1) representative from Beaverton Special Events;
 - One (1) representative from the Beaverton Lions Club;
 - One (1) representative from the Thorah Island Ratepayers' Association; and
 - Two (2) citizen representatives.
- 4.2 Depending on the level of interest expressed by individuals, Council may, at its discretion reduce or increase the number of Committee members.
- 4.3 The Mayor is a non-voting ex-officio member of the BHAC

5. Staff Support

- 5.1 The BHAC will receive administrative support from the Clerk's Department. This will include the recording of minutes, preparation of agenda, support necessary to convene a meeting and other support as may be necessary from time to time.
- 5.2 Additional Township staff will be consulted and provide input and advice to the Committee as required.

6. Membership Selection

- 6.1 The Township of Brock shall place an advertisement within the newspaper and on its website requesting expressions of interest from individuals who are residents of the Township of Brock.
- 6.2 Applicants shall be required to submit a written expression of interest outlining their reasons for applying and whether they have any environmental background or experience.
- 6.3 Upon receipt of applications, Staff shall review all expressions of interest, and consider all candidates' qualifications.
- 6.4 Staff will provide a report to Council with recommendations for appointments to the BHAC.
- 6.5 The Township of Brock Term Limits – Advisory Boards and Committees Policy shall be taken into consideration when selecting members to BHAC.

- 6.6 All persons appointed to the BHAC shall attend a mandatory Advisory Board and Committee Training prior to their first meeting.
- 6.7 All members appointed to the BHAC shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Township of Brock that pertain to the committee.

7. Chair/Vice-Chair

- 7.1 A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be selected by the Committee at the start of the Committee.
- 7.2 A Vice-Chair shall also be selected for the same term as the Chair and shall act as Chair when the Chair is absent or unable to fulfill his/her duties.

8. Meetings of BHAC

- 8.1 The Committee shall hold as many meetings as required to complete its work. A schedule of meetings shall be established by staff and approved by the committee. Meetings shall be scheduled at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the *Municipal Act*, notice of meetings shall be posted on the municipal website.
- 8.2 A member of the Clerk's Department shall act as recording secretary for the Committee and, in consultation with the Chair, be responsible for preparing the meeting agendas. Should a member of the Clerk's Department be unable to fulfill these duties, the Committee shall appoint an acting secretary.
- 8.3 All meetings of the Committee shall be open to members of the public.

9. Quorum

- 9.1 A quorum shall consist of a simple majority of appointed voting-members.
- 9.2 If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled and/or rescheduled.

10. Annual Work Plan/Budget

- 10.1 Council and the BHAC shall work jointly in developing an annual work plan. The allocation of fiscal resources necessary to implement the work plan shall be at the discretion of Council.

10.2 The BHAC shall attend as a delegation before Council to present its accomplishments and report in June of 2021.

11. Conflict of Interest

11.1 A conflict of interest may arise for Committee members when their personal business interests conflict with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Committee.

12. Reimbursement of Expenses

12.1 It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.

12.2 All Committee members are considered volunteer positions.

13. Attendance Policy

13.1 Each member of the BHAC shall assume an active role in the Committee's activities. After three (3) consecutive absences, the Chair or staff member shall follow-up with the absent member to determine the cause of the absences. Members who miss three (3) consecutive meetings without providing reasonable cause and/or who are not fulfilling their respective responsibilities, as determined by the Committee, will be deemed to have forfeited their membership.

**Approved by Committee of the Whole on September 21, 2020 Resolution No. 19.7.*