

CITY OF WELLAND
WATERWAY ADVISORY COMMITTEE
TERMS OF REFERENCE

1. Purpose

- 1.1 To serve in an advisory capacity to staff and City Council on matters pertaining to the management and development the Welland Recreational Waterway, including surrounding trails and canal lands.

2. Objectives

- 2.1 To solicit public input on matters related to the Waterway.
- 2.2 To provide suggestions, options, and advice intended to support optimal management of the Waterway.
- 2.3 To provide advice intended to support, enhance the grow of facilities, programs and services located along the Waterway.
- 2.4 To provide advice intended to eliminate barriers to people of all ages and abilities from accessing and enjoying the Waterway.
- 2.5 To consider the following factors when making recommendations:
- (a) The impact on all potential users;
 - (b) The requirements for health, safety and risk management;
 - (c) The availability of resources;
 - (d) The economic and social benefits to the community as a whole.
- 2.6 To present an annual report to City Council summarizing the work of the Committee.

3. Membership

- 3.1 The Committee shall consist of nine (9) voting members, and (1) non-voting member:

One (1) representative from the Accessibility Advisory Committee

One (1) representative from the Mayor's Youth Advisory Committee

One (1) representative from the Senior Citizens Advisory Committee

One (1) representative from an affiliated* sport club situated along the waterway

One (1) representative from the community of recreational Waterway users, not connected to an affiliated sport club situated along the waterway

One (1) representative from WIFC event partner community (ex officio)

Two (2) Members-at-Large

One (1) representative from the emergency services community, with expertise and experience applicable to enhancing the safety and risk profile of the Waterway

Two (2) representatives from the business community

One (1) representative from the hospitality industry

- 3.2 Any advisory support required by the Committee will be determined on an ad-hoc basis dependent on need and availability of resources. In addition, the Committee will engage non-voting resources that will serve in an advisory capacity:

- I. Manager of Recreation & Culture or designate.
- II. Staff support from various City departments as required.
- III. Representatives from various community organizations and agencies as required.

- 3.3 Committee members shall be appointed by City Council.

- 3.4 The Committee will elect a Chair and Vice-Chair.

- 3.5 Any resignation from the Committee shall be tendered in writing to the Chair who will advise Council through City Staff. Council shall approve a replacement member.

- 3.6 Members will be appointed for a period to coincide with the term of the appointing City Council.

- 3.7 In the event the number of required member position(s) cannot be filled in each target group, Council may consider applicants from other target groups to fill these positions.

4. Reporting

- 4.1 The Committee will report to City Council in the Agencies, Boards, Commissions and Committees section of the Council meeting agenda.

5. Meetings

- 5.1 Quorum shall consist of a simple majority of the members holding office at the time of the meeting.

- 5.2 The Chair will establish a regular Committee meeting schedule. A meeting agenda will be prepared and distributed at least one week prior to the

meeting. Minutes will be recorded and submitted for approval at a following meeting.

- 5.3 In order to maintain a high level of commitment, a member may be considered withdrawn from the Committee if they are absent for three (3) consecutive meetings without cause.

6. Member Responsibilities

- 6.1 Committee members shall become familiar with the Parks, Recreation and Culture Master Plan, WRCC Master Plan, history of the Waterway and the WIFC, as well as City policies, procedures, by-laws and other relevant documents.
- 6.2 Each Committee member will serve as an independent community volunteer and will not represent the concerns of any particular community organization. Committee members shall work together as a team for the purpose of achieving positive outcomes that will benefit the entire community.
- 6.3 Committee members are selected based upon their relevant experience and knowledge and are expected to actively participate in committee meetings.
- 6.4 Committee members shall declare any situation that is, or has the potential to be a conflict of interest.