

Pier Safety Ad-hoc Committee

Terms of Reference

Date Approved:

Motion:

Term of the Committee: Ad Hoc

Start Date: October 1, 2023

End Date: February 1, 2024

Lead Department: Community Services

Point of Contact: Director of Community Services

1. Mandate

The Pier Safety Ad-hoc Committee shall provide Council with practical recommendations to reduce hazards associated with usage of the north and south piers located at the Kincardine Waterfront.

2. Goals and Objectives

Objectives

- 1) Review existing data associated with incidents involved at the north and south piers.
- 2) Research best and next practices that similar communities have undertaken in reducing risks.
- 3) Consideration may be given to welcoming guests who are subject expert speakers in sharing the hazards that can arise at piers.
- 4) Consideration may be given for community engagement.
- 5) Develop concise recommendations for Council with associated costs and timelines for budget impacts.
- 6) Present findings to Council at a future council meeting.

Goals

To provide a practical approach to the future usage of the north and south piers by all users for Council's recommendation.

3. Strategic Plan Priorities

#9 Enhance the experience of the lakefront.

#13 Protect people, property and the environment from the effects of dangerous conditions caused by people and nature.

4. Key Success Factors and Performance Indicators

- Realistic change is approved and activated.
- Impactful recommendations are activated to increase the safety at the north and south piers.
- Ongoing education for all user groups on the north and south piers.

5. Membership

a. Roles and Responsibilities

The Chair

The responsibilities of the Chair are to:

- preside over all Meetings;
- ensure adherence to the Council approved terms of reference;
- consult with the Committee Secretary on items of business intended for inclusion for the Committee Agendas; and
- maintain regular communication with assigned Municipality staff.
- the Chairperson shall be a member of Council appointed to the Committee and shall be appointed as Chair by Council.

Vice-Chair

- The Vice Chairperson of the Committee shall be appointed by the Committee at the first meeting.

Public Committee Members

General membership consists of a mix of subject matter experts, stakeholder representatives, and general community members. The responsibilities of public committee members include:

- providing technical or subject matter expertise to inform decision making;
- contributing to work products / deliverables that have been committed to Council;
- discerning the impacts of the issue(s) at hand on their respective communities and communicating potential solutions, risks, and stakeholder considerations.

Councillor Members

Councillors appointed to the Committee, and not serving as the Chair, are expected to:

- provide the Council's perspective on the issues/matters being considered by the Committee;
- provide insights into the kind of information and the types of questions to be answered to assist Council in its deliberations on the issues/matters being considered by the Committee;
- to make linkages to other issues/matters/actions being taken by Council.

Staff Liaison

The Director of Community Services from the Community Services Department will be the Municipal Staff Resource to the Committee.

The role of Staff Liaison is to act as a liaison between the Committee, municipal staff, and Council with respect to information requests, the presentation of information, and the coordination of administrative supports for the Committee.

The Staff Liaison is authorized to commit 4 hours per week in support of the Committee.

- The Mayor may sit on the Committee as ex-officio and shall have voting rights in accordance with the Procedural By-law for the Town.
- The Committee may create sub-committees as necessary in order to carry out its tasks.
- The Secretary and Staff Liaison of the Committee will attend all meetings as a non-voting staff resource.

- The CAO and/or the Clerk may attend all meetings as non-voting staff resources to the Committee as necessary.

b. Number of Members

The Pier Safety Ad-hoc Committee shall consist of nine members: (2) volunteer community members, four (6) subject matter experts plus two (2) Council Members.

Five (5) members shall be considered quorum.

Representatives shall include:

- 1) Kincardine Emergency and Fire Services
- 2) Bruce County Ambulance
- 3) Ontario Provincial Police
- 4) Marina Staff
- 5) BIA member
- 6) Smart Beach Representative
- 7) 2 Members at large

c. Member Qualifications

Appointments of Members to the Pier Safety Ad-hoc Committee are to be undertaken as prescribed in the Municipality of Kincardine Advisory Committee of Council Public Appointment Policy.

The following qualifications should be considered for appointing members to the Committee.

- Awareness and knowledge of emergency operations.
- Have relevant work and volunteer experience, demonstrated expertise, and interest and participation in waterfront safety.
- Ability to attend regular meetings. (Meetings can be considered hybrid in nature to accommodate all members)

6. Reporting Structure

The Committee is responsible for providing Council with a final report prepared by the Staff Liaison that includes (but is not necessarily limited to):

- Committee mandate
- Goals and Objectives
- An overview of the work completed by the Committee in its pursuit of achieving its mandate (e.g., what activities were undertaken, what discussions were had, what strategic questions came up)
- Key success
- Presentation of advice to Council and explanation of rationale, analysis, data, etc. that supports the advice
- Policy, financial, stakeholder, other risk assessment of the advice

7. Public Communications

The Committee is expected to adhere to the following public communications protocols:

- The Chair will act as the spokesperson for the committee.
- The Chair will represent the Committee at any official functions.
- Coordination of any communication pieces/advertisements, etc., shall be through the Staff Liaison including promotion of the progress of initiatives, plan updates, and engagement activities.
- Agenda meetings and minutes will be posted on the Municipal website.

8. General

a. Frequency of Meetings

Committee meetings will typically be one to two hours in length and will be held on a monthly or bi-monthly basis.

b. Procedures

The Municipality of Procedure by-law shall serve as the rules of procedure for this committee.

c. Relevant Policies

- Code of Conduct for Council, Local Board, and Committee Members
- Volunteer Management Policy
- Recruitment and Appointment of Advisory Committees of Council and Local Boards Policy
- Advisory Committees of Council and Local Boards – Administration Policy

