

## **Lake Ontario Committee Terms of Reference**

### **Committee Name**

Lake Ontario Committee

### **Area of Concern**

For deliberations of this Committee, Lake Ontario shall be considered to include all of Lake Ontario from the face of Niagara Falls to the 45th parallel of latitude on the St. Lawrence River, and, to the extent that they affect fish stocks of common concern, its bays, harbors, and tributaries.

### **Committee Purpose**

1. To consider issues pertinent to, or referred by, the Great lakes Fishery Commission that are within the Committee's authority or under its auspices.
2. To consider issues and problems of common concern to New York and Ontario - these may be of interest to the Commission.
3. To develop and coordinate joint state/provincial/ federal programs and research projects.
4. To decide issues for referral to the Great Lakes Fishery Commission or Council of Lake Committees for direction, resolution or support.
5. To serve as a forum for state, provincial, and federal agencies, and others, on a need/request basis.
6. To decide protocol for Committee operation, establish operational procedures for internal committees, develop meeting agenda, and elect officers.

### **Meeting Schedule**

The Committee shall meet annually at a time and place determined by the Committee. The meeting shall be sufficiently in advance of the council of Lake Committees meeting and Annual Meeting of the Great Lakes Fishery Commission to allow the preparation of material, reports, and recommendations for Commission review and action at the Annual meeting. Additional committee meetings may be convened by the Committee Chairman to deal with special items of business.

### **Membership**

The Committee shall consist of a senior staff member from the New York and Ontario agencies administering their respective fisheries. Representatives should be able to speak for their respective agencies. Each agency will designate an alternate who will serve in the absence of the member. The Committee shall be assisted by experts and advisors from all agencies concerned.

## **Officers**

1. Chair: The Chair shall be a voting member and shall serve for two years. The chair shall alternate beginning in 1987 with New York State and the Province of Ontario. The new chair's term of office shall begin immediately following the Committee's annual meeting in odd-numbered years; the outgoing chair shall be responsible for presenting the Committee's report at the Commission's Annual Meeting.
2. Vice-chair: A Committee member of the opposite country to that of the chair shall serve as Vice-chair, and shall perform the functions of chair in the chair's absence. An American Vice-chair will be selected by members from the United States.

## **Advisors**

The Committee may request, as the need arises, expert advice or study on problems identified by the Committee.

## **Role of Secretariat**

The Secretariat provides liaison between committee and commission, by assisting the Committee in the development and distribution of meeting agenda and minutes, and the preparation of briefing materials and reports as required. The Secretariat assists in making local meeting arrangements. In fulfilling its role, the secretariat will apply diversity, equity, inclusion, and cultural competence standards of the Great Lakes Fishery Commission (<https://www.glfc.org/deic-statement.php>).

## **Decisions**

Decisions will be reached by a consensus of the membership. When consensus cannot be achieved, the concerns of all agencies shall be described in the Committee's report to the Commission.

## **Subcommittees**

The Committee may, as it deems necessary, establish subcommittees.

## **Reporting**

The Committee shall transmit to the commission prior to the Commission's Annual Meeting, a report of the Committee's annual meeting including agency reports, reports of special committees and resolutions.

The Committee may request endorsement of its recommendations by the Council of Lake Committees and refer to the Council of Lake Committees item which have implications beyond the Committee's jurisdiction.

15 October 2024