



The Municipality of
SOUTH DUNDAS

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CARMAN HOUSE MUSEUM & SOUTH DUNDAS HERITAGE COMMITTEE

TERMS OF REFERENCE

APPROVAL DATE: February 1, 2024



VISION

The Municipality of South Dundas envisions Carman House & South Dundas Heritage Committee as a committee that aides to maintain the historical museum owned and operated by the Municipality to be act as an informative attraction for both residents and tourists within South Dundas and promotes the local heritage and roots of South Dundas.

BACKGROUND & PURPOSE

Carman House is a 207-year-old Georgian limestone cottage, built shortly after the War of 1812 by Michael Carman III, the son of a Palatine Loyalist, that has been historically restored to its original form. The Carman House is one of just three buildings in Iroquois that were not moved prior to the historic flooding of the St. Lawrence Seaway and now operates as a living history museum, complete with interpreters to detail the features of both the home, as well as the way of life for United Empire Loyalists.

MANDATE

The Carman House Committee will:

- Curate and manage all artifacts and items stored with Museum. While also review and acquire any artifacts as they become available.
- Manage and Assist Staff Resources with the seasonal operations of the Museum during the summer months from Late June to Late August annually. Including, staffing, training, and operations of the Museum.
- Work with the Staff Resources available to ensure that the property remains maintained in a historically accurate manner. While aiding and/or proving recommendations with regards to the maintenance and repair of the Carman House Museum.
- Promote the History of South Dundas through the Carman House Museum and other activities the committee and council approve.
- All actions must be approved by council via the minutes and action plan before any works are started.
- Endeavour to establish best practices in all initiatives.
- Prepare short and long-term plans, including:
 - Identification of funding sources and grants;
 - An annual budget for operations needs plus repairs and improvements at the Museum;



COMMITTEE STRUCTURE

The Committee will be structure and follow the Committees of Council Handbook as guiding document on the operations, code of conduct, and procedure for the committee.

The Committee will be comprised of community-at-large volunteer members, all of whom shall be South Dundas residents over the age of 16 and have a demonstrated interest in heritage, history, culture and museum operations. All members will consider input in good faith and communicate and/or represent these points of view back to the Municipality in a timely fashion.

There shall be a maximum of 7 members on each respective committee.

Volunteers shall be sought through municipal advertising campaigns and must be approved by the Council of the Municipality of South Dundas, upon recommendation of the respective committees.

The Committee will be led by a Chair elected amongst the committee members and approved by Council. The term of the chair shall be 2 years. The Committee will also choose a recording secretary.

STAFF RESOURCES

The Clerk's Office shall provide staff support for the purposes of agendas, minutes, governance processes and ensuring adequate public notice of meetings is provided.

The Director of Parks, Recreation and Facilities shall be the staff resource assigned to the Committee and will attend meetings as requested by the Council representative assigned to each committee. All work projects shall flow through staff.

MEETINGS

There will be a maximum of 12 meetings per year. There will be a minimum of 4 meetings per year.

The meetings shall be scheduled on an annual basis, including a specified day and time of the month. The Chair may however use his/her discretion in re-scheduling meetings, provided proper public notice is provided.

The Committee is intended to allow for full and open-ended discussion. Members shall treat each other with respect and will listen and consider the views of other participants.

The Committee meetings will be held at Carman House or Iroquois Civic Center.



Quorum shall be deemed as 50% plus one voting member of the Committee.

REPORTING PROCESS

The Committee shall provide updates and/or recommendations to the Council of the Municipality of South Dundas, following each respective meeting.

Council will provide Staff with further direction upon the approval of the committee meeting minutes.

In addition, the Committee shall adhere to the policies, procedures and guidelines established by the Municipality of South Dundas, including the Procedural By-law as it relates to open and closed meetings.

BUDGET

Budget, including projects will be approved by Council annually through the Municipality of South Dundas budget process. All procurement shall be done through the Staff Resources made available to the Committee and in conformance with Municipal Procurement Policy By-Law

TERM

The term of the Committee shall align with the term of Council, and renewal shall be at the discretion of each incoming Council.