



The Municipality of
SOUTH DUNDAS

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PARKS AND RECREATION COMMITTEE

TERMS OF REFERENCE

APPROVAL DATE: January 24, 2024



VISION

The Municipality of South Dundas envisions the Parks and Recreation Committee as a volunteer group passionate about Parks & Recreation in South Dundas. The Committee will provide community input on service delivery and help prioritize and guide staff in the implementation of Parks and Recreation Master Plan.

BACKGROUND & PURPOSE

In 2022, the Municipality completed a Parks and Recreation Master Plan (PRMP) which works as a guiding document and plan for the continued growth of recreation in South Dundas. The report has almost one hundred recommendations of varying scope for the review and implementation in South Dundas. The goal of the committee is to aide staff and provide community input in the implementation of the PRMP. While also reviewing the services currently provided within the Municipal Parks and Recreation operations.

MANDATE

The Parks and Recreation Committee will:

- Review the Parks and Recreation Master Plan.
- Prioritize short-term and long-term goals as outlined within the report and with the support of Council and Staff work to implement the recommendations within the PRMP.
- Represent various age cohorts and skill backgrounds within the Municipality.
- Liaise with existing community groups, recreational clubs, and committees to ensure equal representation across South Dundas.
- All actions must be approved by council via the minutes and action plan before any works are started.

COMMITTEE STRUCTURE

The Committee will be structured 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 preferably from various geographic, social-economic, and technical backgrounds to provide a various range of skills to assist the committee.



There shall be a maximum of 9 members on Parks and Recreation Committee. 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.

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 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. The alternative to the Director will be the Recreation Coordinator in some instances both staff will attend and be assigned to projects within the committee's mandate.

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.

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.

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 various facilities within South Dundas to allow the committee to review and utilize all the recreational spaces within South Dundas.

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 recommended by the committee will be approved by Council annually through the Municipality of South Dundas budget process. The committee members' level of input in each project will vary depending on the project and how it aligns with Municipal Operations. 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.