



The Municipality of
SOUTH DUNDAS

**South Dundas Waterfront Committee
(Parent Committee)**

**Including, the Iroquois & Morrisburg Waterfront
Committees (Sub-Committees)**

TERMS OF REFERENCE

DRAFT: January 9, 2023

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VISION

The Municipality of South Dundas envisions community-oriented, vibrant waterfront experiences that are mindful of the past, with a view to the future.

The waterfront parks in both Iroquois and Morrisburg offer a unique window on the river, a genuine competitive advantage to attract new residents and visitors to our community, as well as to improve the quality of life of our present residents.

BACKGROUND & PURPOSE

The Iroquois Waterfront Implementation Committee was established by the Council of the Municipality of South Dundas in June 2011, with a mandate to investigate and determine a plan to conserve, protect and enhance the Iroquois waterfront, utilizing the Iroquois Commons Waterfront Park Plan 2015 as a guide.

The Morrisburg Waterfront Implementation Committee was established by the Council of the Municipality of South Dundas in June 2011, with a mandate to investigate and determine plans for the development of the Morrisburg waterfront, utilizing the Morrisburg Waterfront 'Phase 1' Concept Plan 2013 as a guide.

Since inception, the Iroquois and Morrisburg Waterfront Committees have made incredible strides in enhancing the waterfront parks in both respective locations. In 2022, the former Council of the Municipality of South Dundas reassessed the committees and developed one Terms of Reference, applicable to both groups. The purpose being to bring the two groups closer together to discuss development, identify concerns, provide suggestions, and facilitate two-way communication between the community and the Municipality.

The current Council of the Municipality of South Dundas desires further collaboration by creating the South Dundas Waterfront Committee. This overarching unified approach will provide for standardization, yet also allow the Iroquois and Morrisburg Waterfront Committees to act as sub-committees, overseeing their geographic areas and to undertake separate and distinct projects with their respective volunteer groups.

MANDATE

The Iroquois and Morrisburg Waterfront Sub-Committees will:

- Create a roadmap, inclusive of attainable goals, guidelines, defined waterfront property areas for the duration of the Committees term, while ensuring alignment with the Parks & Recreation Masterplan (utilizing the respective Concept and Enhancement Plans for each waterfront as a guide for continued development and discussion, ensuring the vision and plan are relevant and current).
- Prepare short and long-term plans, including:
 - Identification of funding sources and grants;
 - An annual budget for operations needs such as repairs and improvements in the waterfront parks;

- Create a prioritized list of Capital items which include major projects to be undertaken that are generally not recurring on a “year in, year out” basis, and fit within one or more of the following categories:
 - All projects requiring debt obligation or borrowing.
 - Construction of facilities or amenities within the waterfront park including engineering, design, and other pre-construction costs with an estimated cost in excess of \$10,000.
 - Major Park improvements in excess of \$10,000.
 - Major equipment or furnishings required to furnish projects.
 - Construction of municipal infrastructure such as sidewalks, walking paths, lookout piers, etc.
- Identify initiatives that beautify the waterfronts and contribute to the physical and mental well-being of citizens and visitors by encouraging them to integrate active living in their everyday life and upon approval of such initiatives, coordinate work(s) with volunteer groups.
- Consult with stakeholders, residents, and tourists as deemed necessary to ensure ongoing input into the development of the waterfront.
- Review and submit comments/recommendations for proposals affecting the Waterfront Parks to the South Dundas Waterfront Committee.

The South Dundas Waterfront Committee and will:

- Focus on the opportunities and feasibility, including potential public-private partnerships of extending waterfront public access and increasing recreational opportunities through projects as well as the implementation of programs, or events within the waterfront park.
- Develop an information sharing, visioning, procurement collaboration and consultation framework.
- Review and submit comments/recommendations for proposals affecting the Waterfront Parks to the Council of the Municipality of South Dundas.
- The Waterfront Committee shall only advise Council on various items and projects within the waterfront park area and will not be involved with day-to-day operations of amenities within the waterfront parks including but not limited to beaches, marinas, campgrounds, ball diamonds, commemorative tree and bench programs, etc.

COMMITTEE STRUCTURE

The Committees will be comprised of community-at-large volunteer members, all of whom shall be South Dundas residents over the age of 18 and have a demonstrated interest in the Municipality’s waterfront development. 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 seven (7) citizen members on both the Iroquois and Morrisburg Waterfront Sub-Committees, and up to two (2) appointed members of Council.

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 Waterfront Committees will be led by a Chair elected amongst the committee members for a maximum term of 2 years.

The South Dundas Waterfront Committee shall be comprised of the following:

- Chair, Iroquois Waterfront Sub-Committee + one (1) citizen member
- Chair, Morrisburg Waterfront Sub-Committee + one (1) citizen member
- Council Member representatives
- Director of Parks, Recreation and Facilities

STAFF RESOURCES

The Director of Parks, Recreation and Facilities shall be the staff liaison assigned to the Committees and is responsible for agenda creation in consultation with the Chair, timely distribution of materials and completion of minutes. All work projects shall flow through staff.

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

The Iroquois and Morrisburg Waterfront Sub-Committees shall meet a maximum of twelve (12) meetings per year or once per month.

The South Dundas Waterfront Committee shall meet quarterly, and to a maximum of six (6) 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 Committees are 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 meetings will be held at the South Dundas Municipal Center or Iroquois Civic Centre.

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

REPORTING PROCESS

The Iroquois and Morrisburg Waterfront Sub-Committees and the South Dundas Waterfront 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 Waterfront Committee and Sub-Committees 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

Budgets and project lists will be approved by Council annually through the Municipality of South Dundas budget process.

TERM

The term of Iroquois and Morrisburg Waterfront Sub-Committees and the South Dundas Waterfront Committee shall align with the term of Council, and renewal shall be at the discretion of each incoming Council.