



**Advisory Committee Meeting
Wednesday September 21, 2022**

Hybrid Meeting – 2958 Greenfield Rd, Ayr / Teleconference Zoom

LEISURE & LIFESTYLE ADVISORY COMMITTEE MEETING AGENDA

Members of the public may watch and/or participate in this open meeting by:

1. Attending in person at 2958 Greenfield Road (Dumfries Room).
2. Attending electronically to observe the meeting or to speak to an item on the Agenda. To attend electronically, members of the public must register with the Clerks Division at clerk@northdumfries.ca before 7:00 p.m. on Tuesday, September 20, 2022. A zoom link will be provided to those who register before this deadline.
3. Submit written comments to clerk@northdumfries.ca that will be provided to the Committee prior to the meeting and will form part of the public record.

CONVENE: 7:00 P.M.

Chair Councillor Pamela Gillespie

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

4. MOMENT OF REFLECTION

5. DISCUSSION ITEMS

- 5.1 Leisure Services Master Plan update
- 5.2 Community Events update
- 5.3 Schmidt Park improvements
- 5.4 New Trails Acquisitions
- 5.5 Discussion of Terms of Reference for future term of Council

6. OTHER BUSINESS

7. ADOPTION OF MINUTES

- 7.1 Leisure & Lifestyle Advisory Committee Meeting Minutes dated May 18, 2022.

6. ADJOURNMENT

FRAMEWORK - PRIORITY DELIVERABLES & WORK PROGRAM
LEISURE SERVICES MASTER PLAN RECOMMENDATIONS
 JUNE 2022 ADOPTED LEISURE MASTER PLAN, AUTHORED BY MONTEITH BROWN PLANNING CONSULTANTS

Note: Number References in the Far Right Column Correspond with the Recommendation ID Number from the June 2022 Leisure Services Master Plan

2022-2023		
	Recommendations	Notes
86	Develop annual work plans that identifies recommendations from the Master Plan that staff seek to achieve over the short-term. Work plans should identify financial requirements and other resources required to implement recommendations.	To be incorporated into the Department Business Plan
43	Continue with plans to renew the Victoria Park pavilion to replace elements that have reached the end of its lifespan. Emphasis should be placed ensuring that the pavilion is barrier-free to accommodate persons with disabilities. Safety enhancements should be considered, which may include improving sightlines and lighting.	Add barrier free ramp in future through accessibility grant programs offered through Senior Governments -- add to Capital Forecast
14	In order to continue to meet the ball diamond needs of user groups, the Master Plan supports the Township's planned ball diamond improvements : a) Update fencing, lighting and netting at Schmidt Park. b) Replace sports lighting at Diamond 1 at Victoria Park and undertake enhancements at Diamond 2, including installing lighting and work in partnership with the Ayr Minor Softball Association to install a new batting cage and outfield fencing.	a) Partially Complete - lighting to be considered at August 2022 Council Meeting b) Lighting bid to be considered at August 2022 Council Meeting; batting cage will be installed by September 2022 Outfield fencing for 2nd diamond requires funding in future years
24	Continue with constructing three lit tennis courts at Schmidt Park and add playing lines for pickleball .	80 % complete as of August 1, 2022
25	Move forward with replacing the tennis court lighting at Victoria Park and add playing lines for pickleball to the court surface.	80% Complete - project wrap up by end of August 2022

32	Research and consultation for the Master Plan supports the Township's planned installation of outdoor fitness equipment at Cowan Park and Clyde Park. Based upon a review of the success of these initial fitness equipment installations, the Township should pursue other strategic locations including high traffic locations, community parks and facilities such as the Roseville Community Centre and Schmidt Park, as well as along trails. Basic outdoor fitness equipment should also be considered in other parks, such as at Douglas Park and Browns Park.	Cowan and Cylde Park - Complete Will monitor usage in 2023 to determine if further parks will benefit.
74	Proceed with establishing a farmers' market at the Ayr Community Centre support locally-owned businesses and agri-tourism opportunities.	ongoing - will be assessed at end of operating season with recommendations to Council in December 2022
6	Promote the use of existing spaces and seek ways to bolster utilization such as working with community groups to increase the use of community halls and multi-purpose spaces and in developing new and expanded program opportunities.	
9	Regularly engage the older adult and senior community to identify and prioritize improvements to encourage use of the Seniors' Centre at the North Dumfries Community Complex, as well as to understand how to make Township spaces and facilities more age-friendly with consideration given to strategies identified in this Master Plan (e.g., accessible park pathways, outdoor fitness equipment and comfort amenities such as seating, shade etc.).	
71	Engage with the Indigenous community to listen and understand how they would like to be included to a greater extent and represented in parks, sport, recreation, and culture within North Dumfries.	Will monitor use in 2023 to determine if further parks would benefit.
30	Move forward with an application to the Ontario Trillium Foundation – Resilient Communities Fund grant for the purchase of equipment and supplies to establish three outdoor skating rinks at Schmidt Park, Victoria Park and Roseville Community Centre and seek volunteers for general maintenance during the skating season. If the grant application is not successful, continue to explore outdoor skating opportunities in partnership with willing community volunteers.	Application not successful - interim solution proposed for 2022/23 season as part of a Report to Council in August 2022. Possible to reapply for the program in future years
48	At minimum, bi-annually develop a summary of all leisure by age group offered within North Dumfries and within proximity for the purpose of communicating and promoting these opportunities to the public. Start dates, prerequisites, cost, location, and contact information should all be included to promote a seamless delivery system.	

49	Develop a Community Services Guide to list and promote all leisure programs and services. List all aligned and available services within the community. Subsections should be broken down by age group as well as by oriented family activities.	Website to start - print copy if a partnership available
36	The parkland hierarchy contained in the Leisure Services Master Plan should be used to guide the development and redevelopment of active parks according to park type, form, function, size, and the features and amenities that they provide. Parkland categories include: a) Community Parks are designed for active and passive recreation and leisure activities for all residents and/or the broader regional population, including special events. b) Neighbourhood Parks are designed for the recreation and leisure activities of residents in a specific residential neighbourhood.	
8	The development of any new and significant Township facilities should consider the integration of multi-purpose space that is flexibly designed to accommodate programming and rentals, as well as corporate functions such as staff meetings and training space.	
12	Continue to promote existing arts and cultural opportunities available in North Dumfries and in adjacent municipalities, including the facilities, programs and services using online and print resources, including the Community Services Guide recommended in this Master Plan.	
15	Regularly engage sports field users to collect annual registration to inform future needs and identify and prioritize improvements to sports fields to continue providing high quality user experiences.	Further use of reports in BookKing room reservation software
16	Strategically promote and program underutilized soccer fields for unstructured/non-programmed open space for activities such as walking paths, picnicking, local community events, farmer's markets, casual sports (area to throw frisbees and footballs, etc.), outdoor programming, outdoor skating rinks, and other such activities.	
27	Working with community volunteers and organizations, promote the use of the community garden at the North Dumfries Community Complex and explore potential program opportunities that recognize the benefits of community agriculture, food security and cooking.	Initial food garden to be prepared in Fall 2022 with Spring 2023 launch
29	Continue to support the Scorpion Youth Volleyball Club, promote the use of the sand volleyball courts and monitor demand to inform future needs and improvements as the Township emerges from the COVID-19 pandemic.	

28	Support the development of a community-level asphalt pump track at Schmidt Park , contingent upon securing external funding through grants and willing partners to assist with fundraising efforts.	Council confirmation of the site for the pump track facility, and, establishing the framework of the fundraising campaign through a Memorandum of Understanding. Populate the 10 Year Forecast to identify the delivery timetable
88	Where appropriate, evaluate alternative funding and cost-sharing approaches including (but not limited to) grants, fundraising, sponsorships, partnerships, and other forms of community collaboration to provide the best value to residents.	
75	Expand the Leisure & Lifestyle Advisory Committee's mandate to include culture and heritage to ensure that culturally experienced and skilled representatives become part of the committee.	
85	Develop a system for regular monitoring and reporting for the Master Plan, which should include tracking activity patterns, facility usage, activity levels, trends and completed recommendations to provide status reports to Council.	
86	Develop annual work plans that identifies recommendations from the Master Plan that staff seek to achieve over the short-term. Work plans should identify financial requirements and other resources required to implement recommendations.	
77	Track the concerns received in a Complaints Tracking Program regarding the delivery of services on an annual basis. Develop a common standard timeframe to respond to complaints. Utilization of this data to prevent common concerns and to communicate in advance of annual concerns (i.e., grass cutting levels in the spring of each year).	

**FRAMEWORK - PRIORITY DELIVERABLES & WORK PROGRAM
LEISURE SERVICES MASTER PLAN RECOMMENDATIONS**

JUNE 2022 ADOPTED LEISURE MASTER PLAN, AUTHORED BY MONTEITH BROWN PLANNING CONSULTANTS

Note: Number References in the Far Right Column Correspond with the Recommendation ID Number from the June 2022 Leisure Services Master Plan

	2023-2024	
	Recommendations	Notes
68	Summarize all funding sources that subsidize persons experiencing low income in sport and leisure opportunities in North Dumfries. Provide this information to Social Service personnel working with recipients of government funding and post this information on the website as a first step. Develop a standard access policy for North Dumfries residents experiencing low income to improve seamless access to programs, services, and sport.	
17	Strive to provide playgrounds within 500 metres (for parkettes) to 800 metres (for neighbourhood and community parks) of residential areas in Ayr, unobstructed by major barriers. On this basis, address playground gaps on the east and south side of Ayr at future neighbourhood parks and parkettes. Playgrounds at parks to serve the Cambridge West subdivision residents is also recommended.	Freer/Challenger parkette project Legacy/Broos park project to be completed in 2023. 10 Year Capital Forecast and updated Official Plan Policies
18	Subject to regular safety inspections, target playground replacement after a lifecycle period of 15 years. The development or redevelopment of playgrounds should incorporate inclusive features such as barrier-free components and firm and stable surfaces. Creative playground designs are encouraged with consideration given to natural and adventure play components at strategic locations (e.g., Community Parks).	Change standards in the 10 Year Capital Forecast and Asset Management Plan from 12 years to 15 years replacement timeline

47	<p>Update to the 2014 Trails/Cycling Master Plan to provide a renewed vision and detailed investigation for active transportation development opportunities. The update should incorporate and build upon the Township’s efforts to strengthen the trail network, as well as the conceptual trail network contained in this Master Plan. Key trail initiatives include:</p> <ul style="list-style-type: none"> a) Creating a walking loop within the Ayr settlement area utilizing a combination of sidewalks and off-road linkages; b) Establishing pedestrian circulation areas within existing parks (e.g., pathways to playgrounds, sports fields, pavilions, etc.); c) Identifying active transportation routes within future residential areas as permitted by the Official Plan; d) Strengthening connections to non-Township owned trails and trail systems in adjacent municipalities, including working with land owners to establish public access; and e) Either alone or in partnership with others, promote active transportation opportunities including publishing trail routes (e.g., online and print map, mobile application, etc.), establishing walking groups, create pedestrian days in downtown Ayr, raise awareness for non-Township owned trails, and other strategies identified by the Township. 	<p>Consider grant opportunities for the budget of the Master Plan. Incorporate a timeline in the Ten Year Capital Forecast</p>
19	<p>Construct a small-scale skateboard zone or “skate spot” at the future neighbourhood park in the south end of Ayr. This location should feature a concrete pad with ramps and rails suitable for beginner and intermediate users.</p>	<p>Based on public input during design phase</p>
20	<p>Investigate opportunities to create small “skate spots” at the Roseville Community Centre, Branchton Park and Clyde Park. These could be designed in coordination with the proposed multi-use basketball and ball hockey courts and include modular components that can be removed to support other potential activities (e.g., outdoor skating).</p>	
55	<p>Promote the benefits of being active on an ongoing basis and the 24-Hour Movement Guidelines to all North Dumfries residents.</p>	
56	<p>Seek Council’s approval to enter the Community Better Challenge through ParticipACTION in 2023 or 2024 to become Canada’s Most Active Community.</p>	
57	<p>Approve staff providing programs and services directly on the condition that there is a quantifiable need for a program/service and a community partner does not have the capacity to deliver it.</p>	

64	Provide and enable training and professional development opportunities for staff, partners, and volunteers with respect to equity and inclusion of all underrepresented populations in the delivery of services.	
41	Parks, open space and trails should be designed in a manner that considers universal accessibility , with consideration given to establishing designated circulation areas and pathways. Consultation with the Grand River Accessibility Advisory Committee, persons with disabilities, and others should form part of all park design processes.	Initial barrier free universal accesible playground to be constructed in Schmidt Park in the Fall of 2022
42	The design of Township parks, open spaces and trails should have regard for safety and comfort amenities to encourage use. On a case-by-case basis, evaluate opportunities to incorporate features including, but not limited to, seating, shade, pathways, picnic tables, washrooms and other amenities that attract people and encourage use.	
44	Undertake a review of all Township's park signage to ensure that the corporate brand and information are conveyed consistently.	
82	Seek Council approval for a Community Development Coordinator in 2023 as an addition to the staff complement to address the recommended actions for community development, expanding programs for all age groups, policy development, performance measurement etc.	To be reviewed and considered as part of the 2023 or annual Budget deliberations
58	Staff and community partners should aim to have a collective satisfaction level of 80% for programs and services.	
59	Determine the capacity and participation rates of recreation and sport opportunities (once greater recovery from the COVID-19 pandemic is experienced) for each age cohort in North Dumfries and confirm any pent-up demands and current participation rates.	
60	At a minimum, strive to engage 25% of any given age cohort in programs, services, and sports within North Dumfries	
61	Based on current participation rates identify additional program and camp opportunities that may be required because of projected population growth in each age group.	
62	Work with community partners to implement quality assurance frameworks in the provision of service including HIGH FIVE – Principles of Healthy Childhood Development, Youth Friendly Community Criteria, and the Principles of Healthy Aging.	

63	Develop an Inclusion and Access Policy with community partners to identify what actions the Township of North Dumfries and partners are committed to in including underrepresented residents within Leisure and Community services.	
65	Organize and meet with underrepresented residents and organizations as well as leisure/sport service providers to determine what the Township is doing well and what could be done to be more intentionally inclusive of all residents facing barriers.	
69	Meet with groups representing persons with disabilities to develop programs and approaches to include more persons with disabilities into recreation programs.	
70	Ensure that all public spaces and facilities are safe and welcoming spaces for the LGBTQI2S community. Provide staff, volunteers, and partner training to better welcome and include these residents.	
84	Prepare a staffing plan as part of the expansion of the North Dumfries Community Complex and the re-purposed Ayr Community Centre as the designs of these facilities are developed.	To be included in the Department Business Plan

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	2024-2025	
	Recommendations	Notes
21	Construct full-size multi-use courts for basketball and ball hockey at Cowan Park, Schmidt Park, Roseville Community Centre, Clyde Park and the future neighbourhood parks in Ayr and Cambridge West subdivision.	Possible grant funding
2	Engage adjacent municipalities that provide indoor swimming pools to investigate strategies to maintain access to aquatic opportunities for North Dumfries residents such as providing financial support towards existing pool operations and negotiating registration slots .	
34	Explore the development of a disc golf course if there is a willing community partner coming forward with a proposal to establish this new level of service. The proposal should speak to potential locations, site size and design, potential program opportunities to be led by the community partner, and other key considerations.	
35	Evaluate requests for new indoor and outdoor recreation and cultural facilities on a case-by-case basis with consideration given to trends, examples in other municipalities, local demand, the feasibility of utilizing existing public space, the willingness of an organization to partner in providing the facility or space, and other factors.	
52	Provide central resources on governance and the formation and ongoing requirements of not-for-profit groups in the delivery of leisure opportunities to keep community groups and agencies abreast of any changes and best practises.	
81	Develop a meaningful set of Performance Measures for the Leisure & Community Services Department that describe the inputs, outputs, efficiencies, and effectiveness measures employed in each discipline.	

39	<p>At the time of an Official Plan review, undertake necessary policy updates with the following in mind:</p> <ul style="list-style-type: none"> a) Legislative changes to the <i>Planning Act</i> such as the alternative rate for cash-in-lieu of one hectare per 500 dwelling units (as opposed to the previous rate of one hectare per 300 dwelling units). b) The dedication of land for park purposes less than 0.5 hectares should be discouraged, unless it is necessary to reconcile gap areas. c) Criteria for accepting suitable land for developing active parkland should consider street frontage, proximity to existing parks and recreation facilities, opportunities for future expansion, drainage, grading, and other site conditions. 	
40	<p>Augment parkland dedication and cash-in-lieu practices with a range of land acquisition tools to maximize public access to parkland and natural areas (e.g., land purchase/lease, land exchanges, partnerships, donations, etc.).</p>	

37	Maintain an active parkland provision target of 2.0 hectares per 1,000 residents. This would require the Township to acquire 1.7 hectares of active parkland over and above what is currently planned. Emphasis should be placed on securing new parkland within residential growth areas of Ayr. New active parks within rural settlement areas should be evaluated on a case-by-case basis.	
53	Strengthen the ability to recruit volunteers to include the use of technology to match volunteer skills with opportunities, provide basic training on policies and track volunteer hours. Work with community stakeholder groups to understand their difficulties in obtaining and retaining volunteers. Utilize the resources and standards as provided by Volunteer Canada .	
72	Host bi-annual forums with cultural associations and contributors to address ongoing supports and opportunities to promote arts and heritage opportunities.	
5	Undertake an architectural exercise for the Ayr Community Centre to creatively repurpose the arena to include a large indoor, gymnasium-type space for active recreation and community uses with a stage and modest backstage area, as well as other supporting amenities such as storage, kitchen and a dividing wall. Multi-purpose rooms should also be incorporated with storage, dividing walls, counterspace and sinks. This exercise would include the second-floor hall space, particularly with respect to accessibility and aging building components noted in the Facility Condition Assessment.	
79	Develop a Partnership and Sponsorship Policy to seek out alternate revenue sources to offset the cost to provide Leisure and Community Services.	
80	Develop a standardized Partnership and/or Sponsorship Agreement or Memorandums of Understanding to apply to various partnership types and to standardize municipal and partner expectations	

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	2025 and Beyond Recommendations	Notes
7	Undertake strategic capital improvements at the Roseville Community Centre including accessibility updates, kitchen, washrooms and aging building components identified in the Facility Condition Assessment. Improvements should position the Roseville Community Centre as a community hub for indoor and outdoor leisure activities, community programs and events.	
3	Re-visit the feasibility of an indoor aquatic centre beyond the planning period as the population reaches 25,000 to 30,000 residents. The Township may wish to initiate discussions with Brant County to explore the potential for a joint indoor swimming pool. In the interim, the Township may wish to evaluate potential site opportunities to plan for a potential indoor aquatic centre with consideration given to a central location for all residents, existing Township property, opportunities to expand existing facilities or co-locate with other civic uses (including a future community park), site servicing, and other criteria to be identified by Township staff.	
4	Construct a basic spray feature adjacent to the playground at the Roseville Community Centre.	To be determined after consultation with the neighbourhood following information meetings. Adjustments then made to 10 Year Capital
10	Potentially working with the Langs Community Health Centre, re-establish youth drop-in space at the North Dumfries Community Complex to strengthen this location as a youth activity hub, potentially with a lounge, study and computer area, and active space to support future program opportunities (e.g., general interest, STEM, etc.) and complement existing youth-oriented amenities that currently exist on site.	

11	Explore opportunities to establish satellite youth drop-in space or “youth pop-up” at the Roseville Community Centre and the Ayr Community Centre (once repurposed).	To be determined after consultation with the neighbourhood following information meetings. Adjustments then made to 10 Year Capital
13	Identify opportunities to incorporate public art and heritage features in strategic locations within the Township’s parks and facilities, such as cultural heritage signage, art installations, and supporting infrastructure to support special events and festivals. This may be explored in partnership with the North Dumfries Historical Preservation Society and other community organizations.	
22	Repurpose the underutilized soccer field at Browns Park with a multi-use court for basketball and ball hockey.	To be determined after consultation with the neighbourhood following information meetings. Adjustments then made to 10 Year Capital
23	Replace the shooting pad at Branchton Park with a full-size multi-use court for basketball and ball hockey.	To be determined after consultation with the neighbourhood following information meetings. Adjustments then made to 10 Year Capital
26	Construct one court for tennis and pickleball at Browns Park.	To be determined after consultation with the neighbourhood following information meetings. Adjustments then made to 10 Year Capital
33	Initiate a site selection process to establish appropriate locations along the Nith River and Grand River for casual viewing and enjoyment, including opportunities to launch personal, non-motorized watercrafts (e.g., canoes, kayaks, etc.) Potential site selection criteria should include, but not be limited to, parking, visibility, compatibility with adjacent land uses, connections to active transportation infrastructure, safety, and more.	
38	As a long-term goal, explore opportunities to acquire land for the purposes of establishing a future community park (2031+) to accommodate future recreation needs, which could be co-located with an existing or future indoor leisure facility.	

45	As the Township continues to develop its recreational trail system, establish wayfinding signage to raise awareness about trails and to encourage their use. Wayfinding information should include the trail route, distance, amenities, difficulty, destinations in the community, connections to Township and non-municipal trails, and other key information. Wayfinding signage should be erected in prominent locations in North Dumfries and published on the Township's website.	
46	In partnership with other organizations, explore initiatives to be more resilient to climate change and protect and enhance the natural environment . Initiatives include establishing pollinator gardens, planting native species, setting tree canopy targets, establishing outdoor educational programs, strategically naturalizing open space, and other strategies determined by the Township. Opportunities may exist at Douglas Park, Riverside Park and other locations.	
50	Refine the Municipal Grants program to provide start up and special event funding to encourage community groups to assist in the provision of a robust spectrum of services. Grants could be offered where there are identified gaps and could also be offered over 3 years on a declining basis to assist with sustainability.	
51	Develop Shared Files for all groups to access and share information on funding and grant opportunities from other levels of government and philanthropic organizations to promote recreation and active living opportunities in North Dumfries. Any additional information to groups on trends in recreation and culture, initiatives and plans by other levels of government and key agencies and links to key studies and best practises that could assist groups in the delivery of services should be included.	
54	Work with community partners and interested parties to introduce Physical Literacy to all age groups in North Dumfries to better enable participation in active pursuits.	
66	Complete visual audits of facilities and public spaces to ensure that leisure use reflects the full citizenry of North Dumfries. Identify the people who are not regularly utilizing public spaces and engage them to understand any barriers.	
67	Complete an analysis of the number of females and those identifying as females participating in leisure, and sport, pursuits by age group in North Dumfries. Address gaps through community discussions with females and those who identify as female to address barriers to participation and increase equity. Work with other organizations to increase female participation in active and sport pursuits.	

73	Alone or in partnership with community organizations, explore opportunities to provide introductory visual and performing arts opportunities for all age groups, with consideration given to requests identified through the Master Plan (e.g., pottery, crafts, music, etc.). Opportunities should be delivered through existing and planned indoor and outdoor Township facilities.	
76	Develop a Special Events and Festivals Policy to outline Council's commitments, partnership conditions, and resource allocations including an evaluation metric.	
78	Apply a consistent formula to better understand the costs to provide the various services and determine current cost recovery levels. Develop a fair minded and transparent Pricing Policy to ensure that fees are equitable and respect the value that they provide to the community.	
83	Assess the need for a Recreation and Cultural Coordinator in 2025 to address the increased recreation and cultural needs of a growing population.	To be reviewed and considered as part of the 2025 or annual Budget deliberations
87	Undertake a mid-term review around 2027 and comprehensive review and update of the Master Plan by 2031. Timing may be adjusted based on the pace of implementation and changes in population growth, trends and other variables.	To be referenced in the 10 Year Forecast



NORTH DUMFRIES LEISURE & LIFESTYLE ADVISORY COMMITTEE TERMS OF REFERENCE

1. Role

The North Dumfries Leisure & Lifestyle Advisory Committee in their role as an advisory body is to provide strategic advice and recommendations to Township Council that will facilitate and promote inclusive recreation, leisure and cultural programs and activities that respond and support to the diverse residential population of the Municipality.

2. Mandate and Responsibilities

The Leisure & Lifestyle Advisory Committee will:

- i) Provide advice and recommendations to Council on strategic directions for recreation, leisure and cultural activities, focusing on the areas associated with:
 - parks and trails (on & off-road),
 - cycling (on & off-road),
 - recreation and leisure programming for all ages (tot, youth, adult and seniors') and all abilities,
 - cultural activities (ie: music, dance, performing arts, visual arts)
- ii) In the context of subsection i) above, the Committee shall have due regard and consideration to the urban / rural composition of the Township, and, the diverse geographic area of the Municipality.
- iii) Liaise with the community to identify potential opportunities related to spheres of responsibility as noted in subsection i) above.
- iv) Provide advice and recommendations to Council on strategic directions for potential partnerships with adjacent municipalities, non-governmental organizations, not for profit organizations and the private sector with respect to the spheres of responsibility as noted in subsection i) above;

Terms of Reference

North Dumfries Leisure & Lifestyle Advisory Committee

December 10th, 2018

- v) Provide advice and recommendations to Council on updates and amendments to the Township's policies and procedures, service levels and similar matters that are being sponsored and delivered by the Municipality related to recreation, leisure and cultural programs;
- vi) Undertake special projects and/or assignments as identified by Council associated with economic development and other similar matters.

3. Reporting Structure and Work Plan

The Leisure & Lifestyle Advisory Committee is to serve as an advisory body to Council. The Committee does not have any delegated authority or decision making capacity. Recommendations which require Council action will be placed on the Council Agenda for consideration.

Recommendations requiring implementation and/or expenditures will be reviewed by Staff and considered by Council.

The Committee will make a presentation to Council in the form of an annual report outlining the accomplishments of the Committee for the previous year and establishing a work plan for the future year.

Typically, on business matters on the Agenda, decisions are made based upon group consensus of those members present at the meeting and would be recorded accordingly in the Minutes of Meeting. Where a Recommendation is made to Council on an action item, a Resolution carried by the voting majority will be required.

In the event of a tie vote, the motion will not carry.

4. Committee Composition and Qualifications

The Leisure & Lifestyle Advisory Committee shall be comprised of a minimum of five members with a maximum of nine members. One member of Council shall be appointed to the Committee by Council. The Mayor shall be an ex-officio member. Council shall appoint members to the Committee by By-law. The appointments to the Committee shall run concurrent with the term of Council.

The appointed members to the Committee present at the scheduled meeting will be deemed to be the voting members.

Members to the Committee will be appointed by Council from an advertised recruitment campaign. Members will be selected based upon their special expertise, experience, dedication and commitment to the Committee's mandate.

Terms of Reference
North Dumfries Leisure & Lifestyle Advisory Committee
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The membership of the Committee will be reviewed and evaluated annually by Council based on the ability of members to carry out their advisory duties, attendance and participation. Council has the ability to remove members from the Committee should they fail to fulfil their responsibilities to the Committee.

In order to maintain a high level of commitment and ensure business continuity, members may be required to resign if they have been absent for more than two (2) consecutive meetings without good cause.

Resignation of a member during the term must be given in writing to the Township Clerk. Township Council will review and consider whether to undertake a recruitment campaign to backfill the vacancy, however, at no point will the membership of the Advisory Committee be less than five (5) members.

5. Appointment of Chair and Vice-Chair

The Chair of the Committee shall be a member of Council appointed to the Committee by Council. The Vice-Chair shall be elected by a voting majority by the appointed members. The Chair and Vice-Chair positions will be for the term of Council.

The Chair shall be responsible for conducting the meeting in accordance with the relevant Township By-laws and procedures and will facilitate the discussion at each meeting pursuant to the published meeting Agenda and the Committee's mandate. The Vice-Chair will act in the capacity of the Chair in the absence of the Chair.

The Chair will work with the Recording Secretary to prepare meeting Agendas and the circulation of material to the Committee in advance of the meeting date.

6. Committee Administration

A Recording Secretary will be provided from a pool of Township Staff. The Recording Secretary will provide support with Agenda preparation, taking of Meeting Minutes, and, will provide organizational and procedural support to the Committee.

Technical support on Agenda items may necessitate from time to time the presence of Staff to appear before the Committee at scheduled meetings. Technical support and the requested presence of Staff will be coordinated through the Reporting Secretary and the appropriate Department Head.

Staff resource liaison and support to the Committee do not have voting privileges. All Committee Agendas and Minutes of Meeting will be posted by the Recording Secretary on the Township's website.

The Committee Meeting Schedule will be posted on the Township's website.

**Terms of Reference
North Dumfries Leisure & Lifestyle Advisory Committee
December 10th, 2018**

Agendas will be circulated to the Committee and posted on the Township's website a minimum of six (6) calendar days prior to the scheduled meeting date.

7. Sub-Committees and Working Groups

The Leisure & Lifestyle Advisory Committee may form sub-committees and working groups as may be necessary to complete specific tasks related to the Committee's mandate and work plan. These sub-committees and working groups must be comprised of Committee members.

8. Conduct

The action of all appointed members of the Committee shall be governed by the Code of Conduct for Employees & Volunteers.

Where not otherwise specified in these Terms of Reference, conduct and procedures of the Committee will be governed by the relevant sections of the Township's Procedural By-law.

9. Meetings

It is expected that the Committee will meet at least four (4) times a year on a quarterly basis. Meetings for the year will be established at the beginning of each calendar year during the term. The Committee may choose not to hold meetings during the summer months (July / August) or if there are insufficient Agenda items requiring consideration with regard to the workplan.

All Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act*.

Meetings of the Committee shall not conflict with regular meetings of Regular Council, Council Committee of the Whole, or, Council – Planning Meeting.

The Chair may call additional meetings to discuss urgent or time sensitive matters, but must give a minimum of eight (8) calendar days Notice to members and to the Public.

All regular meetings of the Committee will be scheduled for a weeknight (Monday to Thursday), commencing no earlier than 6:30 pm

10. Quorum

The calculation of quorum to conduct business of the Leisure & Lifestyle Advisory Committee is a simple majority of members in good standing.

**Terms of Reference
North Dumfries Leisure & Lifestyle Advisory Committee
December 10th, 2018**

If quorum is not present at the advertised time of the circulated meeting agenda, then the members shall wait an additional fifteen (15) minutes. If quorum is not achieved after the lapsing of fifteen (15) minutes then the Chair will declare the meeting adjourned until the next regularly scheduled Committee meeting and the Recording Secretary will record the names of the Committee members present.

11. Renumeration

Members of the Leisure & Lifestyle Advisory Committee serve without remuneration. Compensation for any expenses related to carrying out their duties as a Committee member must be pre-approved by the Chief Administrative Officer and is contingent upon funds available in the Department's operating budget.

12. Review of Terms of Reference

With the commencement of the term of Office by Council, the Terms of Reference will be reviewed. Council at any time during the term of Office may review and amend the Committee's Terms of Reference.



**Leisure & Lifestyle Advisory Committee Meeting
Wednesday, May 18, 2022
Hybrid Meeting: in-person and electronic via Zoom**

MINUTES

Councillor Pamela Gillespie was in the Chair. Also present at the meeting were Robin Decker, Janet Millward, Anne Quin, David Hussey, and Tim Dawkins (arrived at 7:20 p.m.),

Staff Present: Karen Winter, Director of Leisure & Community Services
Cynthia Hislop, Deputy Clerk

CONVENE: 7:06 P.M.

Chair Councillor Pamela Gillespie

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF
None.

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

4. MOMENT OF REFLECTION

5. DISCUSSION ITEMS

5.1 Leisure Services Master Plan update

Ms. Winter discussed the draft Leisure Services Master Plan

(<https://www.northdumfries.ca/en/doing-business/resources/Documents/Reports-Studies-Plans/07-220-ND-Draft-Leisure-Services-Master-Plan-April-2022.pdf>)

5.2 Community Events update

Ms. Winter provided an update with events scheduled for the summer.

5.3 Welcome Wagon Program

The Committee discussed providing information packages to new residents (similar to the Welcome Wagon program).

5.4 Schmidt Park Improvements

Ms. Winter provided an update on the improvements at Schmidt Park.

5.5 Grand Watershed Trails Network

The Committee discussed the presentation.

6. OTHER BUSINESS

6.1 Update on the Nithvale Bridge project: Council is waiting on the engineer's report.



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7. ADOPTION OF MINUTES

- 7.1 Moved by David Hussey
Seconded by Janet Millward

THAT the Leisure & Lifestyle Advisory Committee approve the Leisure & Lifestyle Advisory Committee Minutes dated March 23, 2022.

CARRIED

8. ADJOURNMENT

Moved by Anne Quin
Seconded by Tim Dawkins

THAT WHEREAS business before this Leisure & Lifestyle Advisory Committee Meeting has been completed at 8:03 p.m.

AND be it resolved that this meeting adjourns and meets again on Wednesday September 21, 2022.

CARRIED

Chair

Recording Secretary