

<b>Town of Perth</b>			
<b>Last Duel Park Advisory Panel</b>			
Subject:	<b>Terms of Reference</b>	Effective:	<b>September 2020</b>
Applies	Last Duel Park Advisory Panel	Replaces:	N/A
Issued by:	Town Clerk	Approval:	By-law No. 2020-4887

**A. Background**

Last Duel Park consists of 27 acres of parkland along the Tay River with public washrooms, docks, a boat launch, picnic shelter, Community Gardens, an Indigenous Healing Forest, two log cabins, several pathways and Town water/sewer infrastructure. Approximately half of the park was a campground until 2020 when Council decided to cease operations due to increased liability and capital costs. A future plan for the park is needed to ensure that the park is relevant for Perth citizens, and provides a location for many to enjoy.

At its May 2020 regular meeting, Perth Town Council directed staff to form a “Last Duel Park Advisory Panel”, for the purpose of brainstorming, researching and selecting ideas for alternate future uses of the park. The Panel will guide and advise the Committee of the Whole on possible ideas for the short and long term and make recommendations on any potential projects.

**B. Authority**

Authority transfer is restricted to the mandate described herein, unless an amendment is explicitly authorized by Council.

The Advisory Panel:

1. Shall not communicate externally on behalf of Council except as related to the mandate;
2. Shall not authorize any expenditures outside of the approved Advisory Panel budget.

**C. Mandate**

The mandate of the Last Duel Park Advisory Panel is to:

1. Identify needs within the community
2. Identify potential permitted uses for this tract of land
3. Research progressive uses for the land, whether through passive use or by economic means, to create an inviting public space to benefit the most people
4. Consider the confines of Town operations/budgets

**D. Reports To**

The Advisory Panel shall report to the Committee of the Whole.

## **E. Composition**

### **1. Membership**

- a) Membership: See Procedure By-law, s. 4.4.2.
- b) Qualifications: Citizen members shall be residents, property owners, or business owners in the Town of Perth. Preference will be given to persons with demonstrated technical qualifications or experience including, but not limited to:
  - i. Arboriculture, Horticulture, or Landscape Architecture knowledge
  - ii. Event planning experience
  - iii. Knowledge of outdoor recreation, programming or business
  - iv. Members of the Indigenous community
  - v. Service Club members
  - vi. Tourism, heritage or cultural background
- c) Voting Members: The Last Duel Park Advisory Panel shall consist of 7 members:
  - i. 2 Members of Council
  - ii. 5 Members of the Public with the qualifications as outlined above
- d) Non-Voting Members: None
- e) Absence: Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary shall advise the Clerk.
- f) Resignation of Citizen Members: Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.
- g) Filling Vacancies: Vacancies shall be filled per the Procedure By-law.
- h) Term:

Ad Hoc Advisory Panel: The Last Duel Park Advisory Panel is an ad hoc panel of the Council and its term is finite and shall be disbanded upon completion of its Mandate. The Panel's progress will be reviewed annually by Committee of the Whole. The Panel shall provide a final report to Council after conducting its Mandate.

2. Responsible Department: The Director of Community Services shall be responsible for all actions and financial undertakings of this Panel.

### **3. Structure:**

- a) Chair: The Chair shall be determined at the first meeting of the Panel.
- b) Deputy Chair: The Deputy Chair shall be determined at the first meeting of the Panel.

4. Support Resources:
  - a) Technical Advisor: The Director of Community Services, or designate, shall be the Technical Advisor to the Panel to ensure compliance with Town policy.
  - b) Recording Secretary: The Clerk shall be responsible for ensuring a Recording Secretary is available for meetings.
  - c) Attendance by the Technical Advisor and Recording Secretary shall be mandatory for all meetings
  - d) Representative(s) from the Rideau Valley Conservation Authority or Parks Canada, as necessary.

**F. Procedures**

All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Perth's:

1. Accountability and Transparency Policy
2. Procedure By-law
3. Procurement By-law

In addition to the above general provisions, the following shall be required:

1. All sitting members eligible to vote, including the Chair, must vote.
2. Solicit documents and consider public input where appropriate.
3. Distribute the agenda as per Procedure By-law, s. 11.1.5 and send the Agenda, with any associated reports attached to its members and the members of Council, through the Clerk, in a timely fashion.
4. Distribute the minutes as per Procedure By-law, s. 15.2.2 and send draft minutes to members of the Council, through the Clerk, in a timely fashion.
5. Provide the approved minutes, signed by the Chair and Recording Secretary, to the Clerk for the official records. With respect to the last meeting, the minutes shall be approved as per the Procedure By-law.

**G. Quorum**

Ref. Procedure By-law, s. 10.2.

**H. Remuneration**

There is no annual stipend for the Last Duel Park Advisory Panel.