

Canal Beautification Ad Hoc Steering Committee

1. Purpose

The Canal Beautification Steering Committee is an ad-hoc committee established to support the Township in planning and guiding improvements along the canal in Cardinal following the 2026 clean-up project. The Committee provides advice and recommendations to Council and staff regarding long-term beautification, public amenities, and ongoing maintenance strategies. The Committee does not oversee contractors or direct operational work.

2. Definitions

Ad Hoc Committee means a committee established for a specific purpose and dissolved upon completion of its mandate or by Council resolution.

By-law means a bylaw of the Township of Edwardsburgh Cardinal, as amended from time to time.

Canal means the East portion of the Galop Canal within the boundaries of the Township of Edwardsburgh Cardinal.

Committee means the Canal Beautification Steering Committee.

Council means the Council of the Township of Edwardsburgh Cardinal.

Member means any individual appointed by Council to serve on the Committee.

Staff means Township employees assigned to support the Committee.

3. Mandate

The Committee's mandate commences upon the completion of the 2026 vegetation removal phase and includes the following:

- **Post-Clean Up Review:** Assess the state of the canal embankment, identify follow-up maintenance requirements, and provide feedback on safety, access, and appearance.
- **Maintenance Planning:** Provide input on maintenance priorities, periodic vegetation control, and the development of a sustainable approach for the canal embankment.
- **Beautification and Amenities:** Explore and prioritize options for gardens, benches, lighting, public art, and other amenities. The Committee will evaluate proposed improvements for cost-benefit, durability, and accessibility, and support a phased approach to implementation.
- **Community Engagement:** Facilitate community input, support communication regarding project milestones and encourage volunteer participation.

4. **Membership**

The Committee shall consist of six (6) members appointed by Council:

- One (1) member of Council, who shall serve as Chair.
- Two (2) Township staff members.
- Three (3) community members.

Community members shall be appointed for a term of 2 years within the regular term of council. Council may review and make recommendations regarding the effectiveness of the public representatives.

The Mayor is an ex-officio member of all Committees of Council, as per By-law 2022-71, as amended.

The Chief Administrative Officer and Clerk, and any other designated staff, may attend meetings, as non-voting advisory members, to assist the Committee as needed.

Note: Appointments are subject to the criteria established in By-law 2022-71, as amended, Schedule “B” (Appointment Policy).

5. **Meetings and Procedures**

Frequency: The Committee may meet monthly during the initial project implementation phase (the first 12 months, except December), or as determined to fulfill the mandate. Following this period, the Committee may transition to a quarterly meeting schedule, as determined by the Chair, in consultation with staff, to align with ongoing maintenance and planning needs.

Cancelation/Special Meetings: The Chair may cancel meetings where there is insufficient business or call Special Meetings with a minimum of 72 hours’ notice should project requirements necessitate them.

Conduct: Meetings shall be conducted in accordance with the Township’s Procedural By-law (By-Law 2023-25, as amended).

Quorum: A quorum shall consist of four (4) members, including the Chair, one staff member, and two community members.

Agenda: The order of business shall follow the standard format for Committees of Council as outlined in By-Law 2023-25, as amended.

Conflict of Interest: Members shall declare any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

All Committee agendas, minutes, and materials are public documents unless permitted to be closed under the Municipal Act, 2001.

6. **Roles and Responsibilities**

The Committee will:

- Advise Council on project concepts, maintenance strategies, and community priorities.

- Recommend specific improvements to Council via the appropriate Committee of the Whole.
- Liaise with the public to gather community feedback and promote local volunteer and sponsorship opportunities.
- Coordinate with staff on agenda items to ensure that meetings remain focused, efficient and aligned with the project mandate.
- Research other canal waterfront communities.

Township staff will:

- Provide technical support, including maps, background data, and project updates.
- Facilitate administrative requirements, such as agenda preparation, minute-taking, and meeting logistics.
- Support project planning by developing cost estimates and budget reports for Council's review.
- Implement approved maintenance and infrastructure work, as authorized by Council and in accordance with departmental priorities.

7. **Reporting**

Minutes will be prepared for each meeting and circulated in accordance with the Township's procedures, including inclusion in Council agenda packages as appropriate.

The Committee will provide recommendations to Council through staff reports presented to the appropriate Committee of the Whole.

Township staff will act as the liaison between the Committee and Council, ensuring recommendations are reviewed for feasibility, cost implications, and alignment with municipal priorities prior to being brought forward for Council consideration.

The Committee may also provide informal updates to Council through its appointed Council representative, as appropriate.

8. **Term**

This is an Ad Hoc Committee established for post-clean-up review, maintenance planning, and beautification work. The committee will remain active until:

- Council determines the committee is no longer required or
- Term of Council, including the 2026-2030 term.

9. **Reference**

The committee will carry out its work in alignment with the following documents, as amended from time to time:

- By-law 2020-31 “Employee Code of Conduct”
- By-law 2022-21 “Code of Conduct for Council and Committee Members”.
- By-law 2022-71 “A By-Law to Establish Terms of Reference for Committees of Council.”
- By-Law 2023-25 “Being a By-Law to Govern the Proceedings of Council and Committees of Council”.
- By-law 2023-51 (Procurement Policy).
- Asset Management Plan.
- Townships 2024-2028 Strategic Plan.