



## **Downtown Dundalk Revitalization Taskforce**

### **Terms of Reference**

#### **1. Purpose**

The Downtown Revitalization Taskforce (DRT) will develop a vision for the beautification of downtown Dundalk in consultation with the community. The DRT (also referred to as the Taskforce) will examine the current context of downtown Dundalk through various self-assessments. Members will support the gathering of data and give feedback on results to establish a market position for the commercial core and set achievable plans for the downtown.

#### **2. Definition of a Taskforce:**

[As per Policy #57 Southgate Community Based Working Group & Taskforce Policy]

A Taskforce created by Council, will have a defined purpose and mandate to allow residents with experience, interest and/or opinions in a particular subject area to provide input on a specific issue, through a balanced public process. The mandate of a taskforce will be community-based fact-finding missions related to an important matter in Southgate. A taskforce will find and deal with information to find common ground or majority agreement on issues of a potentially controversial nature in the Township.

The decisions from the Taskforce will be documented through meeting minutes and presented to Council periodically. The final outcomes from the Taskforce will be presented in the form of a final report to Council to provide input and feedback through the municipal decision making and policy creation process.

#### **3. Membership**

The Taskforce will be comprised of 5-8 community members representing various interests in downtown Dundalk such as business operators, property owners, non-profit organizations, and residents. Approximately 4-5 Township staff representatives from a variety of departments – including planning, building, public works, communications, and recreation – will attend meetings to offer feedback and insights, participating as non-voting officials.

Appointees will be individuals with a keen interest in activities in Dundalk's commercial core. Downtown Dundalk property owners and business operators will be given priority seats on the Taskforce, though residents in and around Dundalk are encouraged to apply.

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Interested community members are required to fill-out an online "Expression of Interest" form (also referred to as an application form). Community members were notified of the opportunity to volunteer on the Taskforce via a newspaper feature in the Dundalk Herald, the Township social media channels, email newsletter, and on the Township website.

### **3. Applicants**

Interested community members are required to fill-out an online "Expression of Interest" form (also referred to as an application form). Community members were notified of the opportunity to volunteer on the Taskforce via a newspaper feature in the Dundalk Herald, the Township social media channels, email newsletter, and on the Township website.

### **4. Chair/Vice Chair**

Appointed community members to the Taskforce will elect a Chair and Vice-Chair among their voting members.

### **5. Quorum**

A majority of members are required to be present to constitute a quorum of the Committee. If a quorum is not present at a scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting shall stand adjourned until the date of the next regular meeting, the names of the members of the Taskforce will be recorded.

### **6. Remuneration**

Remuneration is not provided to the Taskforce members.

### **7. Meeting Schedule**

Meetings will be held at least monthly in downtown Dundalk. Beginning Tuesday, February 11, 2025, the meetings will take place on the second Tuesday of every month from 11am to 1pm.

### **8. Term of Taskforce**

Taskforce members will be expected to participate in the Taskforce for a one-year period from the beginning of February 2025 to the end of January 2026.

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**9. Rules of Order for the Taskforce:**

- An agenda and notice of meetings shall be prepared and distributed to each member of the Taskforce.
- A quorum will consist of a majority of active committee members.
- The order of business shall be as follows:
  - a) Opening remarks by the chair
  - b) Record attendance (meetings will be adjourned at this point if a quorum is not available)
  - c) Approval of minutes of previous meeting (minutes having been circulated to all members before the meeting)
  - d) Business arising from the minutes
  - e) Correspondence and presentations
  - f) Agenda items
  - g) New business – new questions and/or items may be introduced if the majority of members agree on the subject matter.
  - h) Confirmation of action items
  - i) Setting the date of the next meeting
  - j) Adjournment

For further clarification of Taskforce procedures, the members should refer to Southgate's Procedural By-law 2022-015.

**10. Motions & Procedures:**

- The chair oversees the meeting. In the absence of the chair, the vice-chair shall preside. If both are absent, the members will appoint a chair from amongst them.
- All questions, comments, motions, etc. will be addressed to the chair. Cross talk will be avoided. Members wishing to speak will show their intention, and if there are two or more members wishing to speak, the chair will call upon the one who first caught her/his attention, and the chair may indicate the order in which the speakers may have the floor.
- In many public and private forums, rules are in place to limit the number of times a person may speak on a subject, and the length of such speeches. This Taskforce is a much more informal body, so such limitations should not be necessary. However, it is the prerogative of the chair to limit the number of times a person may speak on a subject and/or the length of such speech if the situation so warrants, subject to the chair being over-ruled by a vote of a majority of those members present.
- There must only be one substantive motion before a meeting at any one time. Motions shall be spoken clearly and when seconded, such a motion becomes the subject of debate. The chair may request that a motion be presented in writing. A motion may be withdrawn, but only with the agreement of the mover and the seconder.

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- A motion shall be decided by a majority vote: one member present, one vote. The chair has no vote except in the case of a tie vote. Once a vote is taken, the chair will declare the motion either "carried" or "lost". A motion "carried" becomes a resolution of the meeting.
- A question, once decided, cannot be brought up again at the same meeting. A resolution may be rescinded by notice of intention being given at one meeting and dealt with at the next meeting.
- A motion that has been "lost" cannot be introduced a second time at the same meeting. However, at the discretion of the chair, another motion of similar intent but differing in some particular manner may be entertained.