



# **Terms of Reference**

**Thorndale Dog Park  
AD HOC Committee**

April 4, 2022

# **Thorndale Dog Park Ad Hoc Committee**

## **Terms of Reference**

### **CONTENTS:**

- 1. Overview**
- 2. Purpose**
- 3. Committee:**
  - Composition and Structure
  - Authority
  - Frequency of Meetings
  - Sub-committees
  - Council Role
- 4. Timeframe**
- 5. Budget**

**1. Overview:**

At the April 12, 2021, regular meeting of Thames Centre Council, the Youth of Thorndale presented their vision of bringing a dog park to Thorndale. In December of 2021, Council approved the creation of this dog park as a part of the 2022 Capital Budget.

**2. Purpose:**

The purpose of this Ad Hoc Committee:

To investigate, consider and provide recommendations to Council regarding various aspects of a new dog park in Thorndale, including:

- Community involvement and input
- Fundraising and grant opportunities
- Capital costs
- Dog park location
- Dog park design and site plans to include impact on existing facilities
- Operating cost projections
- Determine priorities based on need and funding availability

**3. Committee:**

**Composition and Structure**

The Ad Hoc shall be comprised of the following:

- Two (2) community representatives – voting members
- One (1) Council representative – voting member
- One (1) Municipal Staff representative

A Council representative of the Ad Hoc Committee will be appointed as chair for the meetings of the committee. An employee of the Municipality of Thames Centre shall be appointed as the committee secretary for the purposes of taking minutes.

**Authority**

- The Ad Hoc Committee shall be established as a Committee of Council by By-law.
- The Committee shall have the authority to act on behalf of the Municipality in the carrying out of its' objectives.
- The Committee shall provide direction by way of Motion and Resolution as required.
- The Committee shall do its' best to involve public input and to keep the public informed on the progress of the plan.

### **Frequency of Meetings**

- The Thorndale Dog Park Ad Hoc Committee will meet on a quarterly basis. The meeting schedule for the year will be established at the first meeting. Additional meetings may be required based on the special projects or sub-committee work. In this instance, a meeting can be called at the request of the Chair.
- All meetings of Thorndale Dog Park Committee will be open to the public. As a formal committee to Council, the Thorndale Dog Park Ad Hoc Committee is subject to the Municipality of Thames Centre's Procedural By-law (see Section Boards and Committees), the Volunteer Code of Conduct, Harassment Policy, and any other applicable policies and/or procedures.

### **Sub-committees**

Sub-committees may be formed to provide research in the following areas; if deemed necessary by the committee:

- **Funding and fundraising**

To design and implement a fundraising plan in conjunction with local service groups, including naming rights, in-kind donations and community requests as well as to research other forms of fundraising with a timely and accountable process.

- **Public relations and media**

To provide timely and accurate information to the citizens of Thames Centre and other interested parties through the media and other means.

- **Design and construction**

To determine the optimal location and design for the dog park.

- **Business plan**

To provide oversight into financial and business activities, effective use of donated funds with consideration to the economic impact on Thames Centre.

A member of the Ad Hoc Committee will be assigned as chair overseeing the tasks of each sub-committee and to report on the sub-committee progress at regular Committee meetings.

Residents may be solicited to sit on these sub-committees and various related taskforces to assist with the activities of that committee and to promote community involvement.

### **Council Role**

- Council may, at its discretion, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to membership composition to ensure Committee effectiveness.

**4. Timeframe:**

With this project approved as a part of the 2022 Capital Budget, the intention is to complete this dog park before the end of 2022. It is recommended that priority be given to the location, design, fundraising and construction aspects of the project.

It is expected that approval from Council will be requested in order to proceed with the following:

- a. Sponsorship and fundraising initiatives
- b. Finalizing the location, design and construction of the dog park

The Committee will endeavor to set intermediate time lines for the various components as necessary and determined.

**5. Budget:**

The 2022 Thames Centre Capital Budget includes \$36,000.00 for the creation of a dog park in Thorndale. Any monies raised through donations, fundraising and sponsorships will help to cover this set amount, thus reducing the amount covered by the Municipality. Donations and fundraising for any particular dog park features that are over and above the planned core features would require approval by Council.