

**LOYALIST TOWNSHIP DOG PARK AD-HOC ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

DRAFT: August 31, 2022

*Pending presentation to Council September 12, 2022*

**1. Committee Mandate**

The mandate of the Loyalist Township Dog Park Ad-Hoc Advisory Committee is to represent the community and review possible locations for a dog park in Loyalist Township in either Amherstview, Bath or Odessa, and make a recommendation to Council on a park considering all features and requirements necessary for a successful dog park. This mandate falls under the [Strategic Plan](#) objective of community engagement in addition to the [2017 Recreation Master Plan](#) recommendations.

**2. Term & Meetings**

2.1. The Loyalist Dog Park Ad-Hoc Advisory Committee term will be effective the date committee members are notified of their selection to the committee and shall end with the current Term of Council.

2.2. The Advisory Committee meeting schedule is as follows. Given the short timeframe of this commitment and the work to be completed, members are expected to attend all scheduled meetings. All meetings begin at 6:00pm unless otherwise identified by noted by the Chair.

September 20, 2022 – Ad-Hoc Advisory Committee Meeting

September 27, 2022 – Ad-Hoc Advisory Committee Meeting

October 25, 2022 – Public Consultation (Odessa)

October 26, 2022 – Public Consultation (Bath)

October 27, 2022 – Public Consultation (Amherstview)

November 1, 2022 – Ad-Hoc Advisory Committee Meeting

November 8, 2022 – Ad-Hoc Advisory Committee Meeting

**3. Composition**

3.1. The Dog Park Ad-Hoc Advisory Committee shall be composed of six residents, consisting of residents from all communities in the Township and will be appointed by Council for the duration of the project as outlined in the mandate. No appointment shall extend beyond the term of the Council making the appointment.

3.2. Council shall appoint one member of council who shall be the Committee Chair.

3.3. A staff member shall be designated to act as Recording Secretary. The Director of Community & Customer Services or designate shall act as a non-voting technical advisor and resource person.

**4. Absence**

4.1. Any member who is absent from two (2) meetings without satisfactory reason shall forthwith cease to be a member.

**5. Resignation of Members**

- 5.1. Any member wishing to resign shall provide their resignation in writing to the Director of Community & Customer Services, Lorie McFarland to [lmcfarland@loyalist.ca](mailto:lmcfarland@loyalist.ca).

## **6. Authority**

- 6.1. That in carrying out the provisions of this mandate, the Ad-Hoc Advisory Committee shall at all times be advisory to the Council of The Corporation of Loyalist Township and, while acting bona fide within the limits of this terms of reference, neither the Ad-Hoc Advisory Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Ad-Hoc Advisory Committee provided, however, that nothing in this paragraph contained shall authorize or empower the Ad-Hoc Advisory Committee to incur any debt, liability or obligation for which The Corporation of Loyalist Township shall become liable without having previously obtained the consent of the Council of The Corporation of Loyalist Township.

## **7. Reports To**

- 7.1. The Ad-Hoc Advisory Committee is directly responsible to Council.

## **8. Procedures**

- 8.1. The Ad-Hoc Advisory Committee meeting schedule shall be published to the Township's website.
- 8.2. All members are eligible to vote.
- 8.3. This Terms of Reference, the [2018-090 Procedural By-law Consolidated 2020-11-02](#), and the [Code of Conduct By-law 2019-014](#) constitutes the Administrative Practices and Procedures of the Ad-Hoc Advisory Committee.

## **9. Administration**

- 9.1. The Ad-Hoc Advisory Committee shall host meetings as per 2.2. Agendas including the previous meeting minutes will be distributed to members in advance in addition to being posted on the Township website.
- 9.2. Quorum shall be a simple majority of the total number of Ad-Hoc Advisory Committee members (50% plus one). If quorum cannot be confirmed before a meeting, the meeting will be cancelled as quorum is necessary to pass recommendations. In the event of no quorum after 15 minutes, or if quorum is lost during a meeting, the committee's official business ceases and the meeting will close.
- 9.3. Ad-Hoc Advisory Committee meetings are open to the public but members of the public who are in attendance shall not interfere with the conduct of the committee.
- 9.4. Ad-Hoc Advisory Committees do not have the authority to commit Township resources or direct work of staff.

## **10. Budget**

- 10.1. The Loyalist Township Dog Park Ad-Hoc Advisory Committee has no assigned budget and no spending authority.

**11. Conflict of Interest**

- 11.1. The principles of the Council Code of Conduct Policy apply to this Ad-Hoc Advisory Committee. Failure to adhere to this requirement will result in the member being removed from the committee.

**12. Renumeration**

- 12.1. There is no stipend for members of the Ad-Hoc Advisory Committee.