

Ad Hoc Off Leash Advisory Committee

Terms of Reference

1. The “Ad Hoc Off Leash Advisory Committee” is a sub-committee of the Parks Recreation and Culture Advisory Committee (PR&C Advisory Committee).

2. DEFINITIONS

- a. ‘Ad Hoc Advisory Committee’ or ‘Committee’ means a temporary, special purpose advisory committee;
- b. ‘Chair’ means the person to preside at meetings. The Chair shall be selected by the committee.
- c. ‘Vice Chair’ means the person selected by the Committee to preside at meetings when the Chair is unavailable;
- d. ‘Committee Secretary’ means the person responsible for taking meeting notes of a Committee meeting;
- e. ‘Council’ means the Council of the Town of Bridgewater;
- f. ‘Councillor’ means a member of the Council for the Town of Bridgewater;
- g. ‘Members’ means members of the Committee;
- h. ‘Park’ means the Off Leash Dog Park;
- i. ‘Quorum’ means 50% + 1 of the membership of the Committee;
- j. ‘Town’ means the Town of Bridgewater;
- k. ‘Stakeholder’ means a business, group or organization that has a special interest in or concern for dogs and supports the creation of the dog park.
- l. ‘Director of PR&C’ means the Director of PR& C or another staff designate.

3. MANDATE OF THE COMMITTEE:

The Ad Hoc Off Leash Advisory Committee is responsible for advising the PR&C Advisory Committee, through the Director of PR&C, on policies, and the design, phasing, communications and fundraising plans for the future off leash dog park. The mandate of the Committee will be deemed fulfilled after the design, phasing, communications plan, and fundraising plans have been approved by Council and following the completion of the first operational year of the park.

4. COMMITTEE RESPONSIBILITIES:

- a. The Committee will plan a public consultation meeting that conveys:
 - I. The background of the Off Leash Park project;
 - II. The record of plans to date, including a presentation on the Ekistics detailed design;
 - III. An explanation of Council's direction to revise the plans to make the project more affordable;
 - IV. An exercise for meeting participants to share what key uses/features they feel are essential for the park and any concerns with the current plan.

The public consultation meeting will follow the standard public meeting protocol, which requires:

- I. Adjacent landowner notification;
- b. The Committee will use the public input to recommend a final detailed design for the park, which includes the placement of all special features (trees, benches, hydrants, and fountains etc.). The detailed design, complete with a cost estimate, will be prepared by the Engineering Department. A presentation of the recommendation shall be made by the Chair or Director of PR&C to the PR&C Advisory Committee and Council. The Advisory Committee will provide input to the Director on all reports and presentations to the PRC Advisory Committee and/or council.
- c. Once a detailed design has been approved by the PR&C Advisory Committee and Council, the Committee will develop and recommend to the PR&C Advisory Committee a multi-year construction phasing plan, complete with an associated fundraising plan. The final version of both plans will be recommended to Council by the PR&C Advisory Committee for possible inclusion in the Town Budget. The Director of PR&C will be responsible for overseeing the budget for the park and implementing the fundraising plan. Committee project leads may be assigned to assist the Director of PR&C to achieve fundraising goals. The representative from the Engineering Department will be responsible for the management of all purchasing and construction aspects of the park.

- d. The Committee will develop a Communications Plan to ensure interested individuals are kept informed of the progress on the park. A Communications Plan shall, at minimum, include the following:
 - I. A new page added under the PR&C section of the website that includes the Committee Terms of Reference, Final Park Designs, Phasing Plans, and Progress Updates;
 - II. Regular submissions to the Town's Facebook page to announce key milestones;
 - III. Provision of project updates to the Citizen Engagement Committee for inclusion in the Town's newsletter.

The Director of PR&C will be responsible for implementing the Communications Plan.

- e. The Committee will provide input to the PR&C Advisory Committee, through the Director of PR&C on the policies related to the park.
- f. The Committee will bring forth concerns, issues, or ideas for improvement of the park during the first year of operation.

5. COMMITTEE MEMBERSHIP:

- a. The members of the Committee shall ideally consist of three (3) resource staff and a minimum of five (5) members appointed by Council, as follows:
 - I. Two (2) representatives of the PRC Advisory Committee, one being a member of council.
 - II. One (1) representative of a stakeholder organization, who has demonstrated their support for an off leash dog park in the Town.
 - III. Two (2) residents of Bridgewater, who have demonstrated their support for an off leash dog park in the Town.
 - IV. Three (3) resource staff including the Director of PR&C, the Facility Manager, and a representative of the Engineering Department.

6. CHAIR & VICE CHAIR

- a. The Chair and Vice Chair shall be selected by the members. The term of the Chair and Vice Chair is for the duration of the Committee mandate.

7. EXPECTATIONS OF COMMITTEE MEMBERS

Committee members are expected to:

- a. Understand the mandate of the Committee, including its relationship to the PR&C Advisory Committee.
- b. Understand their role as a Committee member.
- c. Understand the role of the Committee Chair, Council members and Town staff.
- d. Strive to attend all scheduled and special committee meetings.
- e. Prepare for meetings by reading agendas and any background information supplied.
- f. Actively participate in the discussion and decision making process.
- g. Undertake any work assigned, including special projects.
- h. Be open-minded and allow for a variety of opinions to be heard.
- i. Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum.
- j. Recognize the limitations on participation and inform the chair of your limitations.
- k. Respect that actions taken and recommendations shall reflect the majority view of the Committee when consensus cannot be reached.
- l. Respect the decisions and finality of Council.
- m. Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence decision making.
- n. In a public forum, clearly identify when they are speaking in their capacity as a committee member, or as an independent citizen, where appropriate.

8. SPECIAL PROJECTS

The Committee may designate members as project leads to take leadership roles on special projects, provided that:

- a. An outline, including project clarification and expected outcomes of the special project has been supplied by the Director of PR&C and has been reviewed and supported by the Committee.
- b. Project leads report directly to the Committee.
- c. Any members considered for appointments as project leads must be members of the Committee.

9. MEMBERSHIP SELECTION PROCESS AND CRITERIA

- a. Appointments to the Committee will follow the policy entitled "Appointment of Citizens to Boards, Committees and Commissions" and be approved by Town Council by a resolution.
- b. The Committee shall operate in accordance with the procedures provided in the *Municipal Government Act* and the procedural policy for Town Council applies to the Committee unless Council, by policy, decides otherwise.
- c. Prospective members of the Committee will be required to submit a completed 'Invitation to Serve' application (Schedule A) to the Town.
- d. The call for the invitation to serve process could include a notice in the local newspaper and a posting on the Town's Facebook page and website, providing a minimum of two weeks for responses.
- e. The PR&C Advisory Committee shall review all applications and recommend appointments to Council based on the following criteria:
 - I. Demonstrated interest in and knowledge of the project; and
 - II. Demonstrated support for the principles and objectives of the project; and
 - III. The ability to attend regular Committee meetings and related events.
- f. In making the appointments to this Ad Hoc Committee, the PR&C Advisory Committee shall consider the Director's recommendations and endeavor to have a balanced representation of interests from the community.
- g. Where a vacancy occurs on the Committee, the PR&C Advisory Committee, upon response to a call for an Invitation to Serve and review and input from the

Committee, shall appoint a person to fill the vacancy as soon as possible, and that person shall maintain membership for the remainder of the mandate of the Committee.

10. ABSENTEEISM

- a. If a member is absent without good reason or prior acknowledgement from meetings of the Committee for three (3) consecutive meetings or five (5) meetings in any one (1) year, the Committee may request via the PR&C Advisory Committee that Council declare the position vacant and ask for a replacement member.
- b. Should a member of the Committee not be able to attend a regular meeting of the Committee, the member shall advise the Chair at least one (1) day prior to the meeting unless there are extenuating circumstances.

11. MEETING PROCEDURES

Procedurally, the following shall be followed:

- a. All recommendations shall be made by consensus. Failing to meet a consensus, the split (and the reasons for it) would be noted in the report to the PR& C Advisory Committee
- b. Non-quorum meetings shall be permitted, but may not contain any recommendations.
- c. Meeting notes will be taken for all meetings. A note taker will be selected from one of the members. Any actions/recommendations arising during the meeting shall be confirmed at the end of the meeting.
- d. If the Chair is not present within the first fifteen minutes of the committee meeting, the Vice Chair shall preside. If the Vice Chair is not present within the first fifteen minutes of a committee meeting, the members present shall appoint, by consensus, an acting Chair, who will preside for the duration of the meeting.

12. OPEN MEETINGS

- a. All meetings of the Committee will be open for citizens to attend.
- b. Regular meetings of the Committee shall be held on at least seven (7) days' notice, but emergency meetings may be called by the Chair on one day's notice.

13. REPORTING TO PARKS, RECREATION AND CULTURE ADVISORY COMMITTEE

- a. Reports to the PR&C Advisory Committee shall be prepared by the Director in consultation with the Committee. All reports from the Committee should be be vetted through the PR&C Advisory Committee for comment, before going to Council for the approval of any recommendations contained therein.

14. ADMINISTRATION

- a. Proposed agenda items should be submitted to the Chair in consultation with Director.
- b. The Chair is responsible for meeting agenda content and shall review proposed agenda items with the Vice Chair before each meeting.
- c. No Committee member shall instruct or give direction to, either publicly or privately, any employee of the Town.

15. CALLING MEETINGS

- a. Meetings will be held at a frequency decided by the Chair.