

**Township of Douro-Dummer Arena Facilities Future  
Ad-Hoc Committee  
Terms of Reference**

**1. Purpose and Functions**

The purpose of the Committee is to discuss, provide comments, advice and make recommendations to Council on the future opportunities at the Douro and Warsaw Community Centres.

The following will be under discussion and for review of the deliverables to be obtained by the Committee;

- Review and discuss future opportunities/needs of the Douro Community Centre.
- Review and discuss future opportunities/needs of the Warsaw Arena.
- Investigate and provide high level ideas for revenue generation to fund the future opportunities.
- Develop a report to be provided to Council not later than August 31, 2022 to allow for potential financial allocation within the 2023 budget.
- The Committee has no rights to make changes regarding budget, prior to making recommendations to Council.

**2. Committee Membership**

2.1 This Committee is an Ad-Hoc Committee and will be on a voluntary basis. The Committee will consist of the following members:

Township Manager of Recreation Facilities  
Township Chief Building Official  
Township Clerk or designate  
One (1) – member of Council  
Up to Three (3) – members of the Douro Minor Hockey Association

Council representative will be determined by Council resolution.

**3. Authority of the Committee & Available Resources to the Committee**

3.1 The Committee is Ad-Hoc Committee and does not have any delegated authority.

3.2 The Committee will make recommendations to Council.

- 3.3 The Committee will not provide specific direction to staff. Any requested direction shall be made through the CAO.
- 3.4 The Clerk or their designate will prepare the agenda in consultation with the Chair and record the minutes of the meeting.
- 3.5 Resources available to the Committee;
  - 3.5.1 Existing Updated Parks and Recreation Master Plan
  - 3.5.2 Zoom – Committee members will have access to use the Townships Zoom account for the purposes of meeting if required. Permission must be given by the Townships Zoom Administrator for additional Committee uses
  - 3.5.3 Township Office Meeting Rooms – rooms will be available for in person meeting if required – rooms must be scheduled and approved by Township staff in advance

#### **4. Officers**

- 4.1 The Chair of the Committee shall be the member of Council appointed to the Committee.
- 4.2 The Chair is responsible for ensuring the effective operation of the Committee. Specific duties of the Chair include, but are not limited to:
  - a) calling meetings to order;
  - b) conducting Committee business in accordance with these Terms of Reference and the Township's Procedural By-Law;
  - c) maintaining regular communications with appropriate Township staff;
  - d) acting as spokesperson and representing the Committee when necessary.
- 4.3 The Committee shall elect from their members a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or otherwise unable to act.

#### **5. Remuneration**

- 5.1 No additional remuneration shall be given for sitting on the Committee.

#### **6. Conflict of Interest**

As outlined in the Municipal Conflict of Interest Act, as amended, where a Council member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting in which the matter is being considered, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) not take part in any discussion of, or vote on any question in respect of the matter;
- c) not attempt in way whether before, during or after the meeting to influence the voting on any such question; and
- d) leave the meeting or the part of the meeting during which the matter is under consideration

## **7. Committee Meetings**

7.1 Meetings shall be scheduled at the call of the Chair.

## **8. Amendments**

8.1 Amendments to the Terms of Reference can only be made by Council.

8.2 If the Committee wishes to review the Terms of Reference they may do so at any time and make recommendations to Council regarding amendments.