Mandate:
The objective of the Tillsonburg Dog Park Advisory Committee (TDPAC) is to oversee and advise Town Council on the governance of the Dave Johnson Memorial Dog Park with representation from all affected groups in the community.

1.0. Role of the Community Dog Park Advisory Committee
1.1. To advise Council on matters related to operations of the Dog Park.
1.2. To provide a forum for stakeholders to discuss items or concerns of mutual interest relating to the Dog Park.
1.3. Advise and assist on future improvements to enhance the Dog Park
1.4. To advise Council with regard to development of future Off-Leash areas in Tillsonburg.
1.5. Liaise with other organizations and committees to promote responsible use of the Dog Park.
1.6. To advise Council with regard to the Community Strategic Plan.
1.7. To liaise with Memorial Park Revitalization Advisory Committee on overlapping roles and responsibilities.

2.0. Organization of the Committee
The Committee should be comprised of representatives of the community organizations and individuals advocating for responsible dog ownership and wellbeing of dogs. The Committee should also be comprised of a council representative and a nonvoting Town of Tillsonburg staff representative. The term of a Committee Member is a four (4) year term.
2.1. Town Council will appoint members to the Dog Park Advisory Committee.
2.2. Additional members may be appointed throughout the term.
2.3. There will be a minimum of 7 members and a maximum of 9 members.
2.4. One member will be appointed by vote of the committee at the first meeting to chair the meetings for that term. The committee will also, at this time, select a vice-chair and secretary for the same duration.
2.5. Municipal staff shall interact in an advisory manner to the committee and the role of staff liaison shall be fulfilled by the Manager of Parks & Facilities or designated alternative.

3.0. Meetings
3.1. The Committee will hold a minimum of four meetings per year.
3.2. Meetings will have a formal agenda and adhere to the Town of Tillsonburg Procedural By-law.
3.3. Agendas and information packages, that will include the minutes from the previous meeting, will be sent (via mail, e-mail,) to TDPAC Members prior to each meeting.
3.4. A majority of the Committee Members will constitute quorum for the transaction of business.

4.0. **Role of the Chair**

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

4.1. Calling the meetings to order.
4.2. The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format.
4.3. Creating an agenda in consultation with secretary.
4.4. Chairing the meetings to ensure business is carried out efficiently and effectively.
4.5. Acting as spokesperson.
4.6. Representing the Committee on other committees when necessary.
4.7. The Chair shall conduct meetings in accordance with the Town's Procedural By-law.
4.8. In the absence of the Chair, these responsibilities will be undertaken by a Vice-Chair.

5.0. **Role of the Secretary**

The Secretary is responsible for ensuring a complete up to date record for the Dog Park Advisory Committee.

5.1. In liaison with the Chair, arrange date, time and venue for meetings.
5.2. In liaison with the Chair, set agendas and circulate to the members two business days prior to the meeting.
5.3. Circulate draft minutes to the members.
5.4. Keep a complete up to date record of the committee minutes.

6.0. **Role of Members**

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

6.1. Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting.
6.2. Review all information supplied to them.
6.3. Prepare information for use in the development of materials for the Committee.
6.4. Promote the role of the Committee.
6.5. Offer input to committee reports to Council.
6.6. Attend training as required to effectively perform their role as a committee member.
6.7. Committee Members are subject to *The Municipal Conflict of Interest Act R.S.O, 1990, c.M50*, and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.
7.0. **Role of Municipal Staff**

The Town of Tillsonburg, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

7.1. Acting as an information resource.
7.2. Orientation of Committee members at the first meeting after Council appointment.
7.3. Assist the Committee in its' reporting to Council.
7.4. Provide correspondence to the Committee.

8.0. **Reports to Council**

The Committee may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows:

8.2. Written Report from the staff liaison and presented by the Chair or the designated representative.

An annual report will also be submitted to Council at the beginning of each new year outlining the Committee’s accomplishments in the previous twelve months.