



# **Terms of Reference**

Thorndale Community Centre  
Master Plan Advisory Committee

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# Thomdale Community Centre Master Plan Advisory Committee

## Terms of Reference

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**1. Overview:**

In 2013, The Municipality of Thames Centre completed a Community Services Master Plan Update which resulted in a number of recommendations related to recreation and leisure facilities and programs. The establishment of this Committee is in response to the recommendations from that plan.

The Municipality of Thames Centre has retained the services of a consultant to develop a Business Plan and Feasibility Study to determine the preferred alternative for the future delivery of community centre spaces and resources in the Thorndale area.

The Municipality of Thames Centre has examined the opportunity to collect Development Charges and to build a reserves and related allocations in the short and medium terms that would contribute towards the capital funding of the preferred alternative for a Community Centre facility in Thorndale, along with investigating the possibility of senior government, community fundraising and other capital sources of financing.

The Municipality has endorsed these recommendations and therefore established the Thorndale Community Centre Master Plan Advisory Committee to formulate plans to successfully accomplish these directives. It is recognized that the development of Thorndale Community Centre Master Plan study may impact existing facilities status, but this will be taken into consideration as part of the review.

**2. Purpose:**

The purpose of the Advisory Committee:

To work with the adopted business plan related to the possible development of a Multi-use Community Centre through the addition of amenities that may be identified during the completion of the Thorndale Community Centre Master Plan review.

The plan will involve the following aspects:

- Background and history
- Needs re-evaluation and re-confirmation analysis
- Community involvement and input
- Fundraising and grant opportunities
- Capital costs — new and existing facilities
- Facility Design and site plans to include impact on existing facilities
- Operating cost projections
- Governance
- Renewable/ green initiatives
- Economic impact
- Determine priorities based on need and funding availability

Approval is contemplated to be requested in Phases as set out under the Timeframe section, in order to move forward with the agenda of the Committee as efficiently as possible.

### **3. Committee:**

#### Composition and Structure

The Advisory Committee shall be comprised of the following:

- Minimum three (3) community representatives – voting members
- Two (2) Council representatives – voting members
- One (1) Municipal Staff representative

A member of the Advisory 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 Advisory 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 Community Centre Master Plan Advisory Committee will meet on a quarterly basis with a minimum of two (2) meetings per year and other meetings as required. The meeting schedule will be established on an annual basis and at the last meeting of the calendar year. 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 Community Centre Master Plan Advisory Committee will be open to the public. As a formal committee to Council the Thorndale Community Centre Master Plan Advisory Committee is subject to the Rules of Procedure for Committees, the Municipality of Thames Centre Procedural By-Law, Volunteer Code of Conduct and the Municipality's 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 re-confirm the needs in the community, research viable alternatives including renewable and/or green initiatives and to develop a design for the overall site(s) and facility(ies) that will meet or exceed as many needs as possible as identified in the Community Services Master Plan and/or from user group input.

- **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 Advisory 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:**

It is recognized that potential opportunity exists for acquiring funding through a Government Infrastructure program. It is therefore essential that a time line be adopted that would accelerate the process in order to have the project sufficiently progressed to file an application when an application process is opened.

It is recommended that priority be given to the design, construction and capital cost aspects of the project in order to have the information ready and available for a potential Government Infrastructure program. Accordingly, it is expected that approval from Council will be requested in order to proceed with consideration of the following timelines:

- a. Immediately prior to the filing of the application for funding assistance
- b. Prior to seeking public input on the various phases of the project
- c. Commencement of the construction phase of the project

The Plan for each of these phases shall be presented to Council for adoption and approval with a full Business Plan being presented when funding is available.

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

**5. Budget:**

The Committee shall not have authority to expend or commit to expend Municipal funds without the authorization of Council. An amount may be allocated in the 2019 Budget to assist with expenses which may occur in the development of the Business Plan. These funds may only be expensed as directed by the Committee as a whole, and as approved by Council.