

Schedule B-6 – Ad-Hoc Committee

Committee Name: Dog Park Advisory Committee

Reporting To: Council

Composition (As Appointed by Council): Four (4) members of the general public.
Two (2) Council Members of the Town of Fort Frances.
One (1) Administrative Staff Member of the Town of Fort Frances to act as Secretary-Treasurer to the Committee.
Other resource persons will be invited as deemed necessary.

Terms of Appointment: For the length of the project. When the project is complete the term will end.

Remuneration: None

Mandate/Terms of Reference: The Dog Park Advisory Committee, hereafter referred to as “The Committee” serves a mission to work collaboratively as a diverse group with citizens and community partners to plan for and develop a municipal off-leash dog park.

The benefits of the park shall be designed to meet the physical, mental, cultural and social needs of our residents and visitors to our community, while enhancing the overall quality of life in Fort Frances and surrounding area.

The Committee has been struck to spearhead the development of the off-leash dog park in the Town of Fort Frances, hereafter referred to as “The Development”.

The Committee will work to complete the development while adhering to the following terms of reference:

1. The Committee will determine the final site location for the development of an off-leash dog park and other related park amenities.
2. The Committee will gather and bring forward ideas, opinions, and proposals from the public for inclusion in the design and development of the project.
3. The Committee will help fundraise the development and assist as needed in

the preparation of any potential grant applications by the Town.

4. The Committee will act as liaisons between Mayor and Council and the successful design Firm(s) through the design phase of the project if - in the opinion of the Committee and the Town of Fort Frances Mayor and Council - the project requires such design work.

5. The Committee will help as necessary in the construction of the development once the site selection and development plan has been completed and a contract has been awarded to a construction firm.

6. The Committee will enlist the help of other parties, when necessary, for assistance with technical or specialized services or knowledge. These members will not constitute voting members.

7. The Committee will consider operational and maintenance costs associated with the use of the development in their design and site selection process, and will look into potential funding and sponsorships to assist with these potential costs.

The Committee will meet as necessary and upon suitable notice at 5:30pm in the Town of Fort Frances Committee Room, or other locations or times as deemed necessary. The Committee understands that this development will move at a quick pace and meetings may need to be called and held within a two week window or shorter.

The Terms of Reference for the Dog Park Advisory Committee will be revised and revisited as necessary as the project progresses to ensure the Committee's role remains meaningful through the development.

Schedule of Meetings

As needed.

Reporting

- The Committee shall make recommendation to Council via the appointed Administrative staff.
- Approved meeting minutes to be provided to Council following each committee meeting.
- The Council member appointee shall report on the Regular Council Meeting Agenda per the Procedural By-Law.

Staff Support

- The appointed Administrative staff shall provide support to the Committee in

preparation of an advance agenda, reports, and meeting minutes.