



# Terms of Reference

Thorndale Lion's Community Centre  
Ad Hoc Committee

Terms of Reference: Established: January 2025

Amended May 26, 2025 (Council Resolution)

**Thorndale Lions Community Centre Ad Hoc Committee**  
**Terms of Reference**

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## **Role**

The Thorndale Lions Community Centre Ad Hoc Committee (TLCCAHC) was established thru a resolution of Council (323-2024) on November 18, 2024. This Ad Hoc Committee was established to develop a shovel ready project for the potential future expansion of the Thorndale Lion's Community Centre, using the surplus of funds raised by the community for use on the Centre.

The TLCCAHC shall operate by majority voting and does not have the authority to specifically direct the activities of Staff or Council.

## **Purpose**

The purpose of this Ad Hoc Committee is:

To work with municipal staff to create a detailed design for a potential future expansion of the Thorndale Lion's Community Centre, that will meet the needs of the community.

The design should consider including the following aspects:

- A new hall with a stage
- Expanded kitchen area
- Paved parking areas
- Other features as determined by the Committee upon consultation with community at large

Additionally, to support the realization of this project through volunteer fundraising activities aimed at securing the necessary financial resources for the capital project.

## **Member Responsibilities**

It is the responsibility of all appointed members of the Ad Hoc Committee to comply with the:

- *Municipal Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Municipal Conflict of Interest Act*
- Municipality of Thames Centre Code of Conduct
- Municipal Procedural By-law
- Other applicable Municipal By-laws and policies

The Committee as a whole, nor any individual member, has the authority to make direct representations of the Municipality of Thames Centre to the Federal or Provincial Governments. Members shall abide by the rules outlined in the *Municipal Conflict of*

*Interest Act* and shall disclose pecuniary interest to the Committee Secretary and remove themselves from meetings for the duration of the discussion and voting (if any) with respect to the matter.

The Committee will abide by any terms and conditions which may be set out by Thames Centre Municipal Council, Chief Administrative Officer (CAO), Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

### **Committee Composition:**

- The TLCCAHC includes a maximum of 6 voting members and may be composed as follows, when possible:
  - 3 Residents – (village of Thorndale preferably)
  - 1 Thorndale Lions Club Members
  - 1 Thorndale Agricultural Society Member
  - 2 members of Council
- The Committee shall elect from its membership a Chair and Vice-Chair.
- It is acknowledged that there are no per diems for any committee positions and it is acknowledged that none of the above positions shall be paid for their services. All committee members are considered volunteer positions.

### **Term of Appointments:**

Thorndale Lion's Community Centre Ad Hoc Committee is a special purpose committee of limited duration that is appointed by Council to consider the specific matter of developing a detailed design for a future expansion of the Thorndale Lion's Community Centre and which is dissolved automatically upon submitting this design to Council for approval, unless otherwise directed by Council.

### **Resources:**

The Municipality of Thames Centre affects and is affected by many different 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:

- Act as an information resource
- Provide orientation to the Committee Members
- Provide correspondence to the Committee

- Responsible for maintaining accurate and up to date committee records and providing minutes to Council
- Representative of Legislative Services Department will act as Committee Secretary
- Council will be kept informed of the progress of the Ad Hoc Committee through its committee minutes.

### **Meetings:**

- The TLCCAHC meets 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 each calendar year. Meeting are subject to change by resolution of the Committee.
- The Chair shall cause notice of special meetings, including agenda items for all meetings.
- Agendas are to be provided to members of the Committee a minimum of 48 hours prior to the date of each meeting. The Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without a quorum.
- Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with the adopted policy.
- Meetings are held on weekdays and shall begin and conclude between the hours of 8:30 am and 4:30 pm as may be determined by the Committee or at the call of the Chair.
- The location of the meetings will be at the Thorndale Lion's Community Centre, 265 Queen Street, Thorndale ON.

### **Procedures**

Procedures for the meetings of the Committee shall be governed by Procedural By-law and Legislation.

### **Agendas and Minutes**

The Committee Secretary will distribute the agenda to members of the Committee as per established policy and have it posted on the website.

Minutes of all meetings of the Committee shall be brought to Council and received as information. Any action items requested of staff by the committee will be at the consideration of the CAO and/or requiring Council approval depending on the nature of resources requested by the committee.



### **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.

### **Purchasing Policy**

This Committee has no purchasing or procurement responsibilities.

### **Expulsion of Member**

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*; contravention of municipal policies, disrupting the work of the Committee or other legal issues.

### **Terms of Reference**

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Municipality of Thames Centre. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council.

At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.