



Partnership for Economic Enhancement and Revitalization Working Group (PEER)

Terms of Reference

1. Statement of Intent

This working group aims to bring together committed individuals who desire to work collaboratively to learn, share, and build the capacity of our communities in TLTI.

2. Our Purpose

- To be the conduit of information between the Township and the local communities;
- Exploration of community needs and aligning objectives with the strategic plan, asset management plan, and other Township policies and priorities; and
- To share and exchange ideas for the betterment of the TLTI communities and the Township as a whole.

3. Objective

The objectives of this group are to:

- To enhance the capacity of our Strategic Pillars, specifically:
 - Pillar #3 Growing a Livable Community with Great Services and
 - Pillar #4 Fostering Jobs and Economic Development
- Provide a facilitated communication channel;
- Keep abreast of community needs and concerns and be part of the solution;
- Provide a mutual support network for each other; and
- Support and encourage the development and extension of community knowledge to the municipality.



4. Membership and Appointment

PEER shall be comprised of:

- Corporate Services and Community Engagement Supervisor
- Communications and Community Services Assistant

- Lansdowne Association for Revitalization (LAFR)*
- Rockport Development Group (RDG)*
- Seeley's Bay Area Residents Association (SBARA)*
- Lansdowne Agricultural Society (LAS)
- Lyndhurst Community Organization (LOC)*
- 1000 Islands Gananoque Chamber of Commerce
- Lyndhurst Seeley's Bay Chamber of Commerce

Each group shall identify one alternate to attend a meeting in their absence. Members should be 18 years of age or older. The minimum number of members of the committee shall be 4.

As per By-law No. 22-080, the PEER working group will be reviewed annually by Council and expire on December 31st of a municipal election year.

5. Approval of Committee members is based on Qualifications.

- All organizations shall have a demonstrated commitment to and interest in the community and shall demonstrate their good governance practices by providing the municipality, one time per year, with a copy of:
 - Minutes of their annual general meeting (AGM), annual financial statement, and a list of their Directors/Members;
 - A brief report on how they have communicated with their members over the year; and
- A new organization must provide satisfactory supporting documentation of the official status of its group. i.e., a letter of Incorporation.

6. Meeting Schedule

Meetings will occur in person, with locations dispersed through Lansdowne, Lyndhurst, Rockport, and Seeley's Bay area villages. Members are expected to attend all regularly scheduled meetings or send an alternative representative in



their place. If a member cannot attend a meeting, the member must contact and advise the Chair in advance.

Meetings will occur four times yearly (quarterly) in January, April, July, and October.

7. Roles and Responsibilities

Chair:

- Overall responsibility for ensuring the group achieves its purpose and objectives effectively and efficiently;
- Conducts meetings per the agenda and contributes to discussion;
- Coordinates yearly evaluation; and
- The Chair will be voted in by the membership and assume the role for a term of 2 (two) years.

Administrator:

- Supports the Chair and provides administrative support to the group to pursue its purpose and objectives. This position will be filled by TLT staff (Corporate Communications and Community Engagement Supervisor);
- Takes minutes;
- Organize meetings;
- Circulate agendas and papers;
- Prepare and maintain records; and
- Set up the technology needed for the meeting.

Group Members:

- Contribute to effectively and efficiently achieving the PEER group's purpose and objectives; and
- Contribute to (and/or take the lead on) tasks around the group's objectives.

8. Code of Conduct

The Township is committed to providing and maintaining a working environment based on respect for the dignity and rights of everyone in the organization. The Township's goal is to provide a healthy and safe work environment free from any form of harassment or violence. All Members and employees will refrain from personal harassment and conflict behavior, including offensive remarks or other actions that create intimidating, hostile, or humiliating working conditions as per



the Code of Conduct for Members of Council By-law 18-073.

9. Budget

In 2015, a budget of \$15,000 had been established to help implement short-term actions. Thereafter a small operations budget may form part of the annual budget and shall be provided by the PEER Working group to the Treasurer at the end of October. Part of the budget request will include an administrative amount for the four (4) Community Area organizations.

Recommendations adopted by Council will be incorporated into the operational or capital budget in the appropriate area recommended by the Treasurer and approved by Council.

10. Evaluation

The terms of Reference will be reviewed by members every year.

The effectiveness of the group will be assessed every 6 months in the first (2) years using an electronic survey of members, and the report will be posted and distributed for discussion by TLT staff and council.

The following will be assessed:

- The range and number of participants;
- Level of participation; and
- Member satisfaction with the membership and meetings and outcomes in relation to the goals and objectives.

11. Renumeration

Efforts will be acknowledged at a volunteer appreciation dinner.