

TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

Recreation Working Group Terms of Reference

In support of recreation programs and in recognition of the need to promote a healthy and active community for all age groups, the Township of Leeds and the Thousand Islands deems it appropriate to establish a Recreation Working Group.

MANDATE

The purpose of the Working Group is to provide advice and recommendations to Council regarding matters related to parks, recreation facilities and recreation programs that enhance the quality of life of residents and visitors, reflect the needs of the community and support and encourage active and healthy lifestyles. To fulfill its mandate it is anticipated the Working Group will:

- Examine recreation issues, trends, gaps and related community-wide recreation programs and service needs;
- Identify, prioritize and develop an implementation plan from recommendations made in the Joint Recreation Master Plan;
- Research recreation activities, initiatives and anticipated costs;
- Explore partnership opportunities for fundraising and program development;
- Provide advice regarding operational improvement; and
- Advise on any parks, recreation facilities and recreation program matters as referred to the Working Group by Council.

REPORTING RESPONSIBILITY

The Working Group will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the Director of Operations and Infrastructure or designate.

MEMBERSHIP

The Recreation Working Group shall be comprised of

- two (2) members of Council (no two members from the same ward)
- the Director of Operations and Infrastructure
- the Recreation and Facilities Coordinator
- the Executive Assistant of Operations and Infrastructure
- the Supervisor of Corporate Communications and Community Engagement
- a member of the Town of Gananoque Recreation Department
- a representative of a local School Board

Individuals, businesses, groups, organizations & municipalities may be invited to attend discussions for future planning and projects at the discretion of the working group.

A new member may be selected at the discretion of the working group. If a member of the working group wishes to step down a new member may be selected at the discretion of the working group.

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MEETINGS

The Working Group will meet at least quarterly or as needed at the call of the Chair or designate. The Recreation and Facilities Coordinator or designate will serve as the Chair. The Executive Assistant of Operations & Infrastructure will serve as recording secretary. Meeting notes will be action-only and will record those members in attendance and any topics discussed. A quorum of members (majority) will be required for a meeting to take place. Meetings will generally occur at the Administration Building.

TERM

Participation of the working group shall be for the Council term and/or at the pleasure of Council. Membership is encouraged to facilitate continuity.