Terms of Reference
Co-An Park Committee

Authorizing or Mandating Legislation:
Procedural By-Law: By-Law Number 2159, as amended from time to time
Approved: [DATE]
Evaluation Date: [DATE]

1.0 PURPOSE

1.1 To promote healthy and active living by providing facilities for recreational activities at Co-An Park, jointly owned by the Town of Essex and the Town of Amherstburg

1.2 To be fiscally responsible and promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

1.3 Increase facility usage with increased user satisfaction.

2.0 COMMITTEE PARTICULARS

2.1 **Type:** Local Board

2.2 **Resources:**

a) Staff Support: Community Services Department and Recording Secretary

2.3 **Composition:**

a) Number of Council Members: Two (2) per municipality
b) Number of Community Members: Three (3) per municipality
c) Community members shall be an owner or tenant of land in the municipality or the spouse of such owner or tenant, be 18 years of age or older, and reflect a wide representation as possible of the various active recreational activities.

2.4 **Term:** December 14, 2026 to November 14, 2030

2.5 **Meeting Frequency:** Monthly

2.6 **Remuneration:** None

3.0 PROCEDURES

3.1 **Quorum:** Shall consist of a minimum of three (3) members per municipality, one of which must be a member of Council of each municipality.

3.2 **Chair and Vice Chair:** At the first meeting of the term and at the first meeting of each year thereafter, the Board must elect a Chair and Vice Chair.

3.3 **Rules of Procedure:** Meetings shall be conducted in accordance with the hosting municipality's Procedural By-law.

3.4 **Meetings:** All meetings of the Board shall be open to the public unless an exception as provided under Section 239 of the *Municipal Act, 2001*, applies. All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.

3.5 **Conflict of Interest:** Committee members shall comply with the *Municipal Conflict of Interest Act, 1990* and shall:

a) Disclose any direct or indirect pecuniary (financial) interests they may have in any matter before the Board;

b) Identify the matter to which they are in conflict with and state the general nature of the conflict; and,

c) Abstain from discussion and voting on the matter.

4.0 SCOPE OF WORK

4.1 The Co-An Park Committee shall:

a) Establish procedures relating to the administration of recreation within Co-An Park, subject to the approval of the Councils of each municipality.

b) Plan and organize Co-An Park property operations within the scope of the Committee in accordance with the agreements attached hereto as Schedule "A", including but not limited to baseball diamonds, playgrounds, structures, equipment, and property, in collaboration with the Town of Essex and the Town of Amherstburg;

c) To oversee the regular scheduling of events and user groups within the facility, and monitor the insurance requirements of such user groups set forth by the Town of Essex and Town of Amherstburg;

d) Monitor the positions of the Park Secretary and the Maintenance Contract to ensure duties are performed in accordance with signed agreements;

e) Develop methods and new ideas to maintain the sustainability of the park, and provide recommendations to each municipality's representatives for consideration;

f) Advise the Town of Essex and Town of Amherstburg on yearly budgets for capital and operating, as well as Act within those approved budgets;

g) Submit to the Councils of each municipality an annual report of its activities and such other reports as may be required from time to time;

h) Act within the contractual agreements set forth by the Town of Essex and Town of Amherstburg joint municipal agreements, as well as in the best interested of the Town of Essex and Town of Amherstburg;

i) Advise the Town of Essex and Town of Amherstburg on matters related to Co-An Park.

4.2 No payments shall be made by or on behalf of the Board unless duly authorized by resolution of both municipal Councils.

5.0 REQUIRED SKILLS

Communications
Project Management
Strategic Planning
Risk Management
Budgets