

# Schedule A to By-law 23-13

## Township of Frontenac Islands

### Terms of Reference

#### Howe Island Recreation Committee

##### **Purpose:**

The purpose of the Howe Island Recreation Committee is to provide leadership and guidance in the development, promotion, awareness, and enhancement of recreation for certain designated locations, and more specifically the Patrick Norris Community Park and the Howe Island Trail.

Under the direction of the Township of Frontenac Islands Council, (the “Council”), the Howe Island Recreation Committee (the “Committee”) may address matters related to these designated locations, in particular:

- Engaging in Conceptual Planning.
- Creating Policies and Procedures.
- Developing programs identified by the Council or Committee.
- Devising agreements regarding the scheduling and usage of the locations and facilities by organizations/groups associated with Howe Island.
- Maintaining oversight of prescribed activities authorized by the Council or Committee.
- Identifying and communicating necessary maintenance.
- Developing recommendations related to recreational functions, services, and equipment for activities occurring at these sites.

##### **The Committee:**

- Shall consist of one (1) member of Council and five (5) members of the public.
- Shall be made up of members who are individuals with a connection to and a committed interest in activities on Howe Island.
- Individuals interested in participating on the Howe Island Recreation Committee, shall submit an application to Council.
- Members of the Committee shall be appointed by Council to serve until the end of the current term of Council.
- Shall report annually to Council.

##### **Meetings:**

- The meetings will generally be held once a month, with dates, time and location to be confirmed.
- A quorum; shall be considered to be four, (4) members.

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- The Chair of the Committee shall be selected by the majority of the membership.
- The decisions of the Committee shall be determined by a majority vote.
- The opinions expressed and ensuing discussions by the members of the Committee shall remain Confidential if held during closed sessions.
- All recommendations of the Committee shall be documented in the Minutes.
- Meeting minutes will be submitted to Council for information purposes.

### **Department Jurisdiction:**

- The office of the CAO will engage with the Committee during the initial establishment of the Committee. Once operational, the Public Works Department will work with the committee.