



## **Town of Lakeshore Community Services Advisory Committee**

### **Terms of Reference**

#### **1. Background**

In completing the Community Services Master Plan, it was recommended that the Town of Lakeshore form and support a multi-dimensional Community Services Advisory Committee to replace the existing Parks Committee with a Lakeshore community-based model.

#### **2. Purpose**

The purpose of the Lakeshore Community Services Advisory Committee is to provide advice and recommendations to Town Council in relation to issues surrounding Parks, Recreation and Facilities, linked to policies, joint policies, priorities, environmental concerns, user fees and rates, etc.

#### **3. Role of Committee**

The role of the Lakeshore Community Services Advisory Committee is to:

- Help initiate, where appropriate, and to review leisure services policy initiatives of the Town prior to Council consideration;
- Support and assist with the coordination of marketing and use of facilities across the Town;
- Advise on the implementation of the Community Services Master Plan and other related leisure and facilities planning initiatives;
- Support and plan ongoing volunteer recruitment, development, recognition and related initiatives;
- Provide ongoing advice to staff and Council on specific initiatives, policies, directions and leisure service delivery strategies;
- To meet two (2) times a years with representatives from local groups to discuss their issues and concerns.

#### **4. Membership and Responsibilities**

The Committee referred to as Town of Lakeshore Community Services Advisory Committee” will be made up of voting members including:

- Two Municipal Councillors, appointed by resolution of Council, with one being appointed Chair of the Committee;
- One representative from each group or population involving individuals with disabilities, early years and seniors;
- One representative from each of the five (5) geographic areas being Comber, Stoney Point/Lighthouse Cove, Woodslee, Belle River and Puce/Emeryville. These representatives will represent the area interests of their local parks, sport groups, committees, etc;
- Three (3) members from the public at large.
- The Manager of Recreation and Facility Services, Non Voting Member, will supply administrative support;
- The Recreation Coordinator, Non Voting Member, will be the Secretary of the Committee, and will provide administrative support.

#### **5. Meeting Schedule**

The Committee will meet at the call of the Chair a minimum of four times a year.

#### **6. Administrative Support**

- The Manager of Recreation and Facility Services, Non Voting Member, will supply administrative support;
- The Recreation Coordinator, Non Voting Member, will be the Secretary of the Committee, and will provide administrative support.

#### **7. Deliverables & Reporting**

- The committee will make recommendations regarding parks, recreation and facility issues, as noted in Section 3, to Council for consideration and implementation.
- The committee will report to Council through the Manager of Recreation and Facility Services.

#### **8. Term of Committee**

The term of the Town of Lakeshore Community Services Advisory Committee will conclude with the term of Council and be subject to renewal by the incoming Council, if required.