



# Terms of Reference

## Co-An Park Committee

Authorizing or Mandating Legislation: None

Procedural By-Law: By-Law Number 2159, as amended from time to time

Approved: November 1, 2022

Evaluation Date: August 2026

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### 1.0 PURPOSE

- 1.1 To promote healthy and active living by providing facilities for recreational activities.
- 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:** Advisory Committee
- 2.2 **Resources:**
  - a) Staff Support: Community Services Department
  - b) Number of Council Members: One
  - c) Number of Community Members: Maximum of three
- 2.3 **Term:** January 1, 2023 to November 14, 2026
- 2.4 **Meeting Frequency:** Monthly
- 2.5 **Remuneration:** None

### 3.0 SCOPE OF WORK

- 3.1 The Co-An Park Committee shall:
  - a) Plan and organize Co-An Park property operations, including but not limited to baseball diamonds, soccer fields, playgrounds, structures, equipment, and property, in collaboration with the Town of Essex and the Town of Amherstburg;
  - b) To oversee the regular scheduling of events and user groups within the facility, and monitor the insurance requirements set forth by the Town of Essex and Town of Amherstburg;
  - c) Monitor the positions of the Park Secretary and the Maintenance Contract to ensure duties are performed in accordance with signed agreements;
  - d) Develop methods and new ideas to maintain the sustainability of the park, and provide recommendations to each municipality's representatives for consideration;

- e) Advise the Town of Essex and Town of Amherstburg on yearly budgets for capital and operating, as well as Act within those approved budgets;
- f) 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;
- g) Advise the Town of Essex and Town of Amherstburg on matters related to Co-An Park.

#### **4.0 REQUIRED SKILLS**

Communications  
Project Management  
Strategic Planning

Risk Management  
Budgets