

Administrative Working Group (AWG) Terms of Reference

Establishment

This Group was established in response to Recommendation Number 2 of the Grande Prairie Area Joint Recreation Master Plan. It is recommended that the Joint County-City Recreation Committee (or an expanded group) continue to provide guidance to recreation service delivery through the implementation of this Master Plan. Furthermore, an administrative body should be formed to support the ongoing work of the Committee.

As per the terms of reference from the GPRRC to establish an Administrative Working Group; Will be a separate entity and represent all communities involved. It will serve as an administrative body to support the ongoing work of the committee and the implementation of the Master Plan. It will not impact the autonomy of individual municipalities. Initially, the administrative working group will consist of one 0.5 FTE contract employee selected by the committee that would reside with an approved municipality. This role will be expanded by the committee as project and implementation load dictates. An administrative recreation representative from each participating municipality would also be invited to sit on this working group.

Name

Grande Prairie Regional Recreation Committee (GPRRC) Administrative Working Group (AWG)

General Purpose

The general purpose of this working group is to support the Grande Prairie Regional Recreation Committee to provide a mechanism for the implementation of the Grande Prairie Area Joint Recreation Master Plan – 2016 (under separate covering) including inter-municipal information sharing, collaboration, and identifying special projects concerning regional recreation facilities, services and programs. The Committee will work in consultation with current Municipal Government Act and Intermunicipal Collaborative Framework legislation.

Objectives

Including but not limited to:

1. Guide the direction for the implementation of the adopted ten year “Grande Prairie Area Joint Recreation Master Plan – 2016”.
2. Collaborate with respect to activities and plans for current and proposed regional recreation service delivery at a macro and micro level.
3. Identify emerging trends in recreation services.
4. Identify and review deficiencies in regional recreation service levels and discuss strategies to address those deficiencies.
5. Review community growth projections and demographics and the impact of the same on regional recreation services.
6. Advocate as a collective voice for enhanced recreation (regional and municipal) services at local and provincial levels.
7. Advocate for enhanced funding for recreation (regional and municipal) at provincial and federal levels.
8. Provide support for the committee to make recommendations to the for investment in capital projects or programs that support regional recreation services.
9. Support local autonomy while emphasizing that local efforts and outcomes can be optimized through regional cooperative efforts.

10. Identify and develop appropriate mechanisms for funding regional recreation facilities, explore ways to access provincial and federal recreation funding, and a process to determine suitable future recreation locations. For example, a third swimming pool in the region.

Membership & Composition

Based on the principle of one vote per community, the Committee will consist of a minimum of one appointed administrative body from each of the following communities:

- City of Grande Prairie
- County of Grande Prairie
- Municipal District of Greenview
- Town of Beaverlodge
- Town of Sexsmith
- Town of Wembley
- Village of Hythe
- Executive Director of the Grande Prairie Regional Sport Connection

It is expected that all designated members attend each meeting. However, in the event that the representative may be unable to attend, a delegate is to be assigned to attend on their behalf.

Appointment and Term

Respective Councils will appoint their Administrative body to serve on the Committee for a term of twelve (12) months to be reviewed each calendar year.

Working Principles

Members are expected to follow their municipalities' respective Code of Conduct.

Quorum and Voting

Quorum shall consist of a minimum representation of five of the seven member municipalities. Voting shall be by a simple majority of one vote per community. Voting motions that involve financial commitment require attendance by all parties implicated financially. Alternatively, an official letter from the municipality (including the Resolution number) that confirms their decision on a financial matter, may be presented by an administrative representative.

Meeting Schedule

The working group will meet twelve times a year and more often if required, beginning July 2018. Hosting and chairing of the meetings will be organized by the coordinator. Meetings may be called in between regularly scheduled as required, with a minimum five days' notice provided.

Reporting

The Agenda will be drafted by the coordinator of the upcoming meeting. Agenda items brought forward by working group members are due ten business days prior to the planned meeting date. The Agenda will be circulated by email to all parties a minimum of five business days prior to the planned meeting date. Meeting minutes will be recorded by the coordinator and shared amongst all members via email within five business days. Feedback on minutes is expected within an additional five business days.

Sub Committees

The administrative working group will form sub-committees as required, and may choose to appoint members from the working group and others as required.

Public Relations

The administrative working group will coordinate all external communications and shared regional messaging, providing every committee member with an opportunity to participate equally. When there is a request from an external party, the request will be added to an Administrative Working Group agenda prior to an Elected Official meeting.

Outcomes

The coordinator will provide an administrative update to the Elected Group at the quarterly meetings on the results of the meeting and any follow up action required. The actions of the working group are in response to the direction by the Committee

Review and Evaluation

The Terms of Reference will be reviewed as required, but at least once per year in September.

Approved the 20 day of June 2019