



Portland Improvement Committee

Planning for our Future

Terms of Reference 4 August 2019

The term Portland Improvement Committee and Rideau Lakes Township will be referred to as PIC and RLT throughout this document.

Background

In the wake of a Council-sponsored visioning exercise for the revitalization of the hamlet of Portland Ontario, it was found that the visions and proposals presented to them by the contractor were out of keeping with the hamlet's values, ideas and hopes for the community. Interested residents came together to voice their concerns. They decided to form a group through which hamlet residents could speak out and have more direct input into Township plans for their community and quality of life.

Definition/Purpose

This document spells out the requirements and expectations of PIC. It allows RLT and community members to see at a glance the scope of work and objectives of this group.

Function/Goal

To protect and enhance the quality of life in the village of Portland and surrounding area while promoting Village enhancements/development that serves community needs including tourism.

Objective (Intent to Accomplish)

- To guide Portland renewal in partnership with RLT and in concert with other Rideau Lakes communities
- To work toward community consensus with regard to the revitalization of Portland
- To identify major themes for community renewal projects and inform the township on community priorities
- To encourage, develop and strengthen partnerships between community members, community groups and the township

How Objectives Will Be Met

- Develop and maintain effective communication between the township and the Portland area community
- Facilitate regular community meetings and online forums
- Seek input from a cross-section of stakeholders and other communities who have already worked through the growing process
- Advocate for program and infrastructure improvements
- Encourage and support community based initiatives
- Contribute to efforts to secure funding for projects

Members

The PIC is a group of people who live in or near Portland, are taxpayers in this township, who will commit to regular meeting attendance, and agree to undertake the work involved to reach the above named objectives. Those applying for a position on PIC will require, by nomination, the written/signed backing of 3 community members.



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Oath of Membership

- Attend scheduled committee meetings
- Take on aspects of work required between meetings
- Work toward achieving the aims of the committee
- Share all communications and information across all committee members
- Notify committee members as soon as practical of any matter arising which may affect the Committee's work

Accountability

- Respecting others' views and priorities
- Being open/transparent, honest and inclusive
- Respecting gender and cultural differences
- Encouraging open and candid communication at public Town Hall meetings
- Respecting confidentiality

Communication

It is the responsibility of all members to promote the PIC to the community as well as using whatever tools are at their disposal. Communication involves mediums that will enhance the promotion of Portland and surrounding area. This will be done through some of the following:

- Website
- Facebook
- Email
- Community calendar and bulletin board
- Newspaper
- Telephone

As PIC evolves, there will be the necessity to increase our media presence throughout the area.

Outside Advice

From time to time, there may be a need to invite expertise from outside our group in order to meet the specific projects that PIC may be working on.

Evaluation Process

- Term of office
- Has PIC achieved its objectives
- Impact of PIC to RLT and community
- Relevance and effectiveness
- Positive influence in the community
- How can we improve
- Sustainable results
- Reporting to the community such topics that are not part of PIC jurisdiction