



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

Recreation Policy

WE, The Township of Matachewan employees who deliver Parks, Facilities, Recreational and Cultural Services, are committed to working together to protect, support and enrich the quality of life of the people who live, work and play in the Township of Matachewan.

We believe that this commitment can best be achieved by implementing 'Our Team Values'.

Customer Service

- We value people who every day, actively participate in serving our customers in a friendly, fair, positive, responsive and equitable way, by personally offering the best possible service, given the financial and physical resources available to them.
- We value people who take personal ownership of customer concerns or challenges and who are willing to go to extraordinary limits in terms of time, energy, and care to achieve positive results and satisfaction.
- We value people who continuously find ways to improve the service we provide to our customers

Team Value

- We value honesty and integrity and we expect people to always treat one another professionally and with respect. This leads to mutual trust.
- We value a Council, staff and volunteer relationship that is positive, open and respectful.
- We value teamwork because we understand that innovation, creativity, and good quality decisions are best nurtured in group exchanges of thoughts and idea.
- We consider office politics and gossip to be negative and counter-productive and we commit to try hard every day to rise above this temptation.
- We believe that positive conflict and discussions are healthy for our organization and we encourage all to resolve issues quickly, professionally and privately



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Administrative Division – Summary of Functions

- Manages and provides guidance for the overall department in consultation with Council, the CAO, public and private agencies Confidential and administrative duties.
- Administrative operating procedures and practices for the department in accordance with policies established by Council and the administrative direction established by the CAO.
- Develop, evaluate and maintains long range plans and operating and capital budgets relative to the Department for submission and approval to the CAO and Council.
- Coordination of meetings and special functions
- Maintain confidential files

Tourism

- Responsible for developing a number of research marketing and communication programs, that benefits the Township's tourism sector and contributes to its overall economic and social development.
- Responsible for development, coordination and promotion of tourism attraction (sites, events, festival and industry).
- Development of funding mechanism and event planning required.

Facility Maintenance

- The township of Matachewan is responsible for the physical amenities including repairs and maintenance of community facilities.
- Responsible for building operations including security, caretaking, and energy management.
- Coordination of program and construction management

Parks, Cemeteries and Forestry

- Public Works Superintendant to take care of planting, trimming, and removing dead, dying or diseased trees on Township streets, parks, and naturalization areas throughout the Town.
- Responsibility for care and maintenance of all parks within the Township
- Responsible for maintenance of grave sites at the town cemetery, sale of interment rights and interment records management.
- Care and Maintenance of any sports fields within the Township.



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