



Staff Report PRC2024-07

Committee 2024-12-16

Council 2025-01-13

Amendments

Submitted To: Committee of the Whole | Council

Submitted &

Prepared By: Karen Cubitt, Director of Parks, Recreation & Culture

Subject: Collingwood Multi-Use Recreation Facility Steering Committee
Terms of Reference

Recommendation

THAT Staff Report PRC2024-07, Collingwood Multi-Use Recreation Facility Steering Committee Terms of Reference, be received.

[Pending Council Debate]

AND THAT Council adopt a Collingwood Multi-Use Recreation Facility Steering Committee.

AND FURTHER THAT Council approve the draft Terms of Reference for the Collingwood Multi-Use Recreation Facility Steering Committee as presented.

Amendments

None

1. Executive Summary

In line with Council's direction in July 2024, staff have prepared the Terms of Reference for a Steering Committee for the next steps of a potential Multi-Use Recreation Facility (MURF).

It is proposed that the Collingwood Multi-Use Recreation Facility Steering Committee (the "Committee") will provide advice, insights, and recommendations to assist Council

with the next steps of the MURF project. The Terms of Reference for the Committee outline its purpose, mandate, composition, selection process, roles and responsibilities, meeting format, governance and authority, conflict resolution, term, and review. The Terms of Reference give Council the option to extend the term of the Committee and revise the Terms of Reference if deemed advantageous to support additional steps in the MURF project.

2. Analysis

Background

On July 29, 2024, Council passed the following motion:

***THAT** Council request Staff develop a Terms of Reference for a Steering Committee for the next steps of a potential Multi-Use Recreation Facility (MURF) to come back concurrently with the Staff Report on the results of MURF Joint Feasibility Study.*

The development of this document has drawn from the structure and approach used in similar Terms of Reference for the Museum Advisory Board and the Collingwood Arts Centre Feasibility Steering Committee.

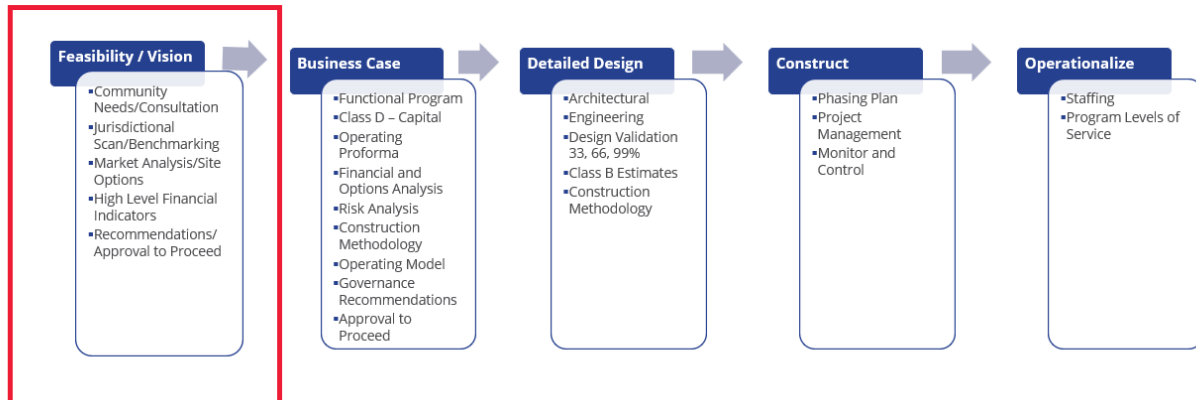
Implementation

It is proposed that the Committee's primary role could be to review the Collingwood & Blue Mountains Joint Multi-Use Recreation Feasibility Assessment Phase 1 Final Report (expected to be delivered to both Councils, Library Boards, and the public in January) and provide guidance to Collingwood Council prior to Council's decision on the recommended next steps. The composition proposes representation from Council, the Library Board, Town Staff, local sports and recreation representatives, and public members. At the completion of the Committee's mandate, the Committee's recommendations and insights will be included alongside Staff's recommendations in a Staff Report which will be presented to the Committee of the Whole/Council.

Steps to Complete Journey to an Operational Multi-use Recreation Facility

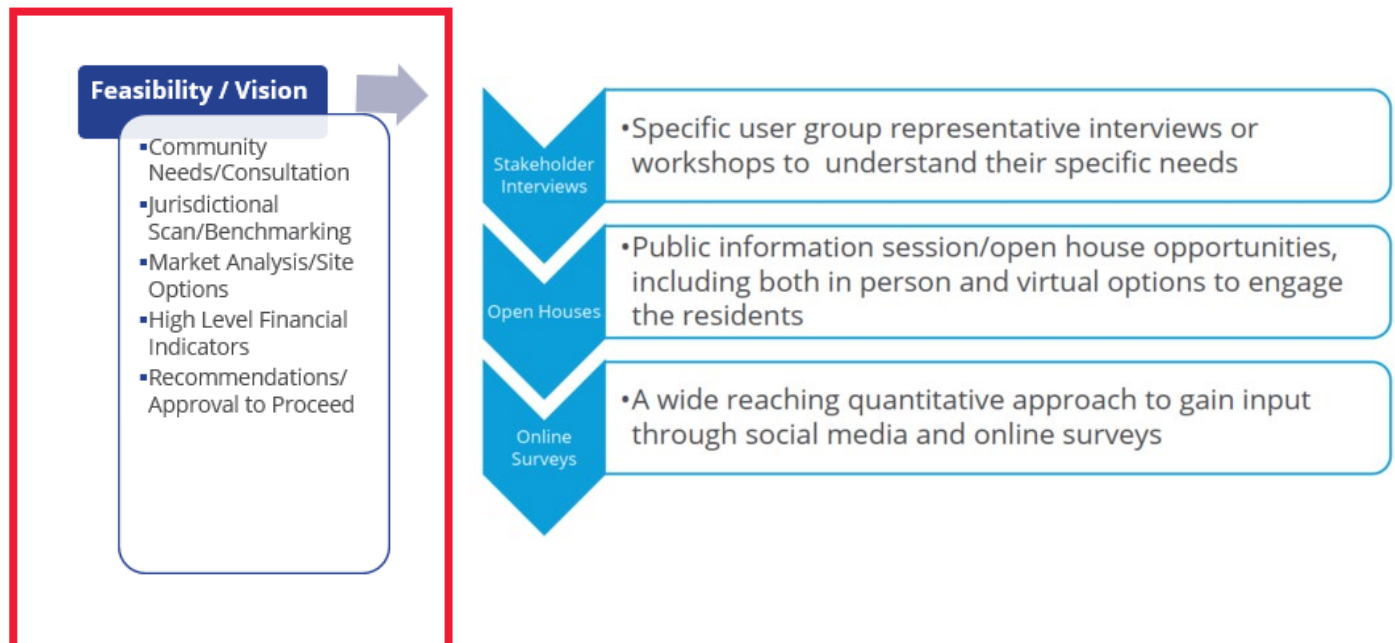
Colliers has suggested that this work sits within a multi-step Project Lifecycle (from previous Council presentation):

Typical Project Lifecycle



Current Step Process

1. Consultant carries out work, including required community consultation



2. Report is submitted by Consultant

3. Staff review, and provide any broader Town insights to Council as part of an accompanying staff report
4. Council makes decisions

Adjusted Process for Current Step, With Addition of a Collingwood Steering Committee

With the addition of a Steering committee, there could be an adjustment to the process as follows:

1. Consultant carries out work, including required community consultation
2. Report is submitted by Consultant
3. Staff review, and summarize any initial broader Town insights
4. Steering Committee reviews report and staff insights and makes recommendation(s) to Council
5. Staff review Consultant Report and Steering Committee recommendations, and provide any broader Town insights to Council as part of an accompanying staff report
6. Council makes decisions

Financial Impacts

There are no financial impacts associated with the creation of the Committee or its work, however there will be Staff and Council Members' time involved in attracting applicants, selecting members, attending meetings and providing written advice.

Conclusion

The establishment of the Collingwood Multi-Use Recreation Facility Steering Committee is a possible step in further ensuring a community-driven approach to the planning and development of a MURF. If a Steering Committee is desired, Staff recommend the attached draft Terms of Reference be approved as presented and, if approved, will

proceed to issue a public call for members and facilitate the selection process as identified in the Terms of Reference.

3. Input from Other Sources

Reviewed by Department Heads on Tuesday, November 26, 2024.

4. Applicable Policy or Legislation

N/A

5. Considerations

- Community Based Strategic Plan: Consistent with CBSP
- Services adjusted if any
- Climate Change / Sustainability: Not Applicable
- Communication / Engagement: Public Engagement required
- Accessibility / Equity, Diversity, Inclusion: Not Applicable
- Registered Lobbyist(s) relating to content:

Next steps and future action required following endorsement: Should Council endorse the addition of a Steering Committee, and endorse a Terms of Reference, Staff will issue a public call for members, facilitate the selection process as identified in the Terms of Reference, and support the administration of meetings. Council will need to approve the industry and public members and the Mayor will need to select the Council Member.

6. Appendices and Other Resources

Appendix A: Draft Collingwood MURF Steering Committee Terms of Reference

7. Approval

Prepared By:

Karen Cubitt, Director of Parks, Recreation & Culture

CAO Comments:

Endorsed on Dec. 13, 2024 to proceed to COW

PRC2024-07 Appendix A

Collingwood Multi-Use Recreation Facility Steering Committee: Terms of Reference

1. Purpose

The purpose of establishing a Collingwood Multi-Use Recreation Facility Steering Committee (“the Committee”) is to ensure diverse, local perspectives are incorporated into Council’s decision-making regarding a MURF, by consulting with relevant stakeholders. The Committee is established by the Town of Collingwood to provide Collingwood community perspectives, insights, and advisory recommendations on the outcomes of the Phase 1 Final Report as delivered by Colliers Project Leaders, to assist Council in making decisions regarding a future multi-use recreation facility (“MURF”).

2. Mandate

- Review the Phase 1 Final Report, comment on the outcomes from the lens of Collingwood-specific stakeholders and provide advice as a committee on recommended next steps.
- Provide recommendations that take into account the data collected through community engagement during Phase 1, and that reflect current and future community needs from a Collingwood-centric perspective.

3. Composition

The Committee will consist of seven (7) voting members and three (3) non-voting members, as follows:

- **Council Representative:** The Mayor of the Town of Collingwood or designated representative.
- **Library Board Representative:** One (1) representative from the Collingwood Public Library Board who will provide insight on community engagement and programming opportunities that align with the recreation facility’s goals.
- **Town of Collingwood Staff:** Three (3) non-voting representatives from relevant departments involved in the planning, development, or administration of recreational and library facilities.
- **Local Sports or Recreation Industry Representatives:** Three (3) representatives selected from Collingwood-based sports organizations, recreational service providers, or relevant industry sectors.
- **Public Representatives:** Two (2) Collingwood community members with a demonstrated interest in sports, recreation, or related fields.

4. Selection Process

- **Council Representative** will be determined by the Mayor.
- **Library Board Representative** will be appointed by the Library Board.

- **Town Staff** will be appointed by the CAO based on relevant roles within the municipality.
- **Local Sports/Relevant Industry Representatives** will be appointed by Council following an open application process with selection criteria based on organizational involvement, expertise, and understanding of community sport and recreational needs.
- **Public Representatives** will be appointed by Council following an open application process, with selection criteria focused on demonstrated interest and experience in sports, recreation, library, and/or community services.

5. Roles and Responsibilities

- **Chair:** The Chair will be the Mayor or designate. The Chair leads meetings, ensures the agenda is followed, and fosters a collaborative environment.
- **Vice-Chair:** The Vice-Chair will be the Library Board Representative. The Vice-Chair assists the Chair and assumes responsibilities in the Chair's absence.
- **Recording Secretary:** The role of Recording Secretary will be assumed by one of the Town Staff members on the Committee, to be determined among the Staff members. The Recording Secretary will prepare and circulate minutes from each meeting.
- **Committee Members:** Participate in discussions, provide insights from their respective fields, and contribute to recommendations.

6. Meetings

- **Frequency:** The Committee will meet monthly or as deemed necessary to fulfill its mandate effectively. Meetings may take place in-person, virtually, or as a hybrid based on the needs of the membership.
- **Quorum:** A quorum shall consist of at least four (4) voting members, including at least one representative from the following categories: Council or Library Board, Industry Representatives, and Public Representatives.
- **Agendas, Minutes and Reporting:** The designated staff member will ensure minutes are recorded and shared with the Committee for transparency and accountability.

7. Governance and Authority

- The Committee is an advisory body with no decision-making authority.
- The Committee's recommendations and insights will be included alongside Staff's recommendations in a Staff Report which will be presented to the Committee of the Whole.
- Members are expected to act in the best interest of the community, maintaining professionalism and confidentiality where required.

8. Conflict Resolution

- Any conflict or disagreement that arises should first be addressed through open and respectful discussion among the Committee members. The Chair will facilitate the

discussion, ensuring all voices are heard and the conversation remains focused on resolving the issue at hand.

- Discussion and decision making shall be based on a consensus approach where possible, with the Chair acting as moderator. Votes may be required if consensus is not achieved and shall be based on a simple majority.
- Regardless of the outcome of any conflict, all members of the Committee are expected to maintain a professional and respectful attitude.

9. Term

The Committee will be in effect until it has accomplished its mandate. Council may elect to extend the term of the Committee and revise the Terms of Reference if deemed advantageous to support the next steps in the project. Members may opt to remain on or resign from the Committee at that time. Any resulting vacancies will be filled based on the processes established.

10. Review and Amendments

This Terms of Reference document may be reviewed as needed. Amendments must be approved by Council to ensure the document remains relevant and aligned with project objectives.