



Committee and Board Goals and Accomplishments

celebrating successes – shaping our future



Purpose of Discussion

To align the goals and objectives of boards and committees with the following guiding documents:

- Programs and Services offered by the Town
- 2024-2028 Community Based Strategic Plan
- Actions within the various Master Plans, other Strategic Plans and Studies
- Projects contained within the Operational Plan



PROGRAMS & SERVICES – Updated October 11, 2024

PROGRAMS	Development & Growth	Environmental Management, Conservation & Sustainability	Community Safety & Standards	Community Health & Well-being	Arts, Culture & Heritage	Community Access & Mobility	Municipal Governance & Civic Engagement	Corporate & Customer Services
	Plan and deliver a physically complete community, and support economic success	Manage, mitigate and improve environmental impacts today and for the future	Set community standards so all can enjoy the community and enhance the safety of individuals and property	Inspire & support community physical and mental well-being through inclusive opportunities that foster social interactions & senses of place & belonging	Recognize and strengthen arts, culture and built heritage within the community	Integrated, safe and accessible movement of people and goods across multiple modes of transportation (e.g., active, transit, cars, etc.)	Effective, responsible and accountable governance and two-way engagement of residents, businesses and visitors	Excellence in the administration of the Municipal government
SERVICES	<p>1.1 Growth Planning Land Use Parks, Rec and Culture Roads & Active Transportation Stormwater Wastewater Water Development Charges</p> <p>1.2 Development Management Planning Act Applications Development Review & Input Committee of Adjustment Rights of Way, Encroachments & Easements Development Agreements Administration Development Infrastructure Commissioning – W&WW Zoning Compliance Source (Drinking) Water Protection Right of Way Utility Consents</p> <p>1.3 Economic Development Business Retention & Expansion Investment Attraction Tourism Promotion & Support Business Support Business Encroachments</p> <p>1.4 Housing Supports Affordable Housing Initiative Social Housing</p> <p>1.5 Ontario Building Code</p>	<p>2.1 Climate Change Action Climate Action Plans Energy Mgmt</p> <p>2.2 Wastewater Operations, Maintenance & Capital for: - Plant & Non-linear - Collection Third Party Services Asset Management Capital Projects Delivery</p> <p>2.3 Stormwater Management Asset Management Planning Capital Projects Delivery Operations & Maintenance</p> <p>2.4 Environmental Containment</p>	<p>3.1 Community Standards Bylaw Policy Development Animal Control Compliance Business Licencing Compliance Property / Person Compliance Private Property Compliance Private Property Parking Compliance</p> <p>3.2 Police</p> <p>3.3 Fire & Rescue Fire Prevention Fire Suppression & Emergency Response</p> <p>3.4 Emergency Management</p>	<p>4.1 Parks & Harbour Parks, Trails and Amenities Marina & In-Water services Noxious Species Mgt Urban Forestry/ Tree Canopy Protection</p> <p>4.2 Community Recreation Spaces</p> <p>4.3 Community Gathering Space (Library)</p> <p>4.4 Community Recreation Activities</p> <p>4.5 Library Community Activities</p> <p>4.6 Building Community Well-being & Inclusion</p> <p>4.7 Water Treatment & Distribution Asset Management Planning Capital Project Delivery Minor Capital Project Delivery Operations & Maintenance - Plant & Non-linear - Distribution Backflow Prevention</p>	<p>5.1 Conservation & Promotion of Heritage & Culture Museum Collection Built Heritage</p> <p>5.2 Community Arts & Culture Build Arts & Culture Capacity Public Art Promotion & Awareness Museum Activities</p> <p>5.3 Community & Public Events</p> <p>5.4 Circulation & Curation of Library Materials</p>	<p>6.1 Roads & Active Transportation Asset Management Planning Minor Capital Projects Delivery Capital Projects Delivery Operations & Maintenance ROW Permits and Locates Non-park Outdoor Spaces Parking Payment & Enforcement Crossing Guards</p> <p>6.2 Transit</p> <p>8.13 Talent Management Labour Relations Succession Planning Performance Management Compensation & Benefits Talent Acquisition Employee Experience</p>	<p>7.1 Council Council Representation Council Support</p> <p>7.2 Governance Support Parliamentary Procedures & Clerking Accountability</p> <p>7.3 Communications Internal Communications External Communications</p> <p>7.4 Governmental Services Vital Statistics Provincial Services Public Commissioner</p> <p>7.5 Records Records Management FOI & Privacy</p> <p>7.6 Municipal Elections Support</p> <p>8.9 Corp Fleet</p> <p>8.10 Municipal Law Enforcement</p> <p>8.11 Customer Service</p> <p>8.12 HR Operations Compliance, Health & Safety</p>	<p>8.1 Strategic Planning & Leadership (Town)</p> <p>8.2 Strategic Planning & Leadership (Library)</p> <p>8.3 Legal & Land Legal Advice & Corp Agreements Land Needs, Acquisition & Disposal By-Law Appeals and Municipal & Provincial Prosecution</p> <p>8.4 Risk Management Enterprise Risk Management Insurance</p> <p>8.5 Procurement Support</p> <p>8.6 Corporate Finance Corp. Asset Management Financial Budgeting & Planning Taxation Financial Accounting & Reporting Cash and Investment Mgmt Debt Mgmt</p> <p>8.7 Information Technology Network Infrastructure Maintenance & Support Business Applications GIS and Data Telecommunications Support End User Technology Support Asset Disposal and Sale</p> <p>8.8 Corp Facilities</p>

Programs and Services

What programs and services link to the mandate of the Collingwood Public Library Board?

- Community Health and Wellbeing: 4.3 Community Gathering Space (Library)
- Community Health and Wellbeing: 4.5 Library Community Activities
- Arts, Culture, and Heritage: 5.4 Circulation and Curation of Library Materials
- Corporate and Customer Services: 8.2 Strategic Planning and Leadership (Library)





Community Based Strategic Plan 2024-28

Vision: Sustainable, Connected, Vibrant

Collingwood is an inclusive community that offers a healthy and active lifestyle in a beautiful waterfront setting, anchored by a responsible government, strong business and nonprofit networks, and an animated downtown.

Mission: Working together to provide excellent services, progressive and accountable decision-making, collaboration and advocacy.





Community Based Strategic Plan 2024-28

Pillar 1: Sustainability

We grow with intention, with a focus on creating a livable community that serves the needs of today and builds for our future.

Pillar 2: Connected

We foster well-being, belonging, and understanding through spaces, places, and activities.

Pillar 3: Vibrant

We are home to a dynamic and resilient economic ecosystem, driven by design and continuous learning and powered by people.

Pillar 4: Responsible

We commit to service excellence through collaboration, continuous improvement, and fiscal prudence.



Community Based Strategic Plan 2024-28

What Pillars and Goals connect to the Collingwood Public Library Board:

- Pillar 2: Connection
 - Encourage and support events, festivals, and celebrations that bring people together, foster inclusion, and showcase the richness of our culture, diversity, heritage, and community.
 - Determine future recreational programming and facility needs and explore creation of a Multi-Use Recreation Facility.
 - Collaborate with the County of Simcoe and community agencies and partners to expand or support homelessness prevention initiatives.
- Pillar 3: Vibrant
 - Explore opportunities for more experiential learning opportunities at and within the Town to support youth with “on the job” training and mentorship.
 - Complete and implement the Downtown Visioning Master Plan to guide the evolution of the downtown area to 2051, including fostering greater connection to and integration with the waterfront.
- Pillar 4: Responsible
 - Manage Town services such that each has clear levels of service and appropriate resourcing and implement periodic service reviews to ensure optimization.



Master Plans

Legislation, Master Plans, Strategic Plans and Studies you should be aware of:

- Legislation
 - Public Libraries Act
- Strategic Plans
 - Collingwood Public Library Strategic Plan
- Master Plans
 - Asset Management Plan
 - 10 Year Capital Plan
 - Strategic Financial Plan
 - Downtown Visioning Master Plan
 - Development Charges Background Study
 - Facility Condition Assessment
 - IT Master Plan
 - HR Master Plan



Operational Plan

What is the Operational Plan and why it's important to you?

The Operational Plan provides a workplan for Staff that contains direction of Council that requires staff action and staff initiatives that fall outside of its routine service delivery items, and highlights projects that require additional funding of Council to be actioned. The CAO provides an update to Council on the status of the projects listed in the Operational Plan on a quarterly bases.

NEW: Goals and accomplishments of Committees and Boards will be highlighted in the Operational Plan staff report to be provided to Council on March 17, 2025.



Operational Plan

Projects identified on the Operational Plan you should be aware of:

- Library refurbishing
- E-book development
- Collection Development review
- Book vending machine
- Expand access to digital resources
- Cultivate youth services department



2024 Accomplishments

What are the top three to five accomplishments of 2024 that the Committee/Board would like to highlight to Council?

- What are you most proud of?
- Do any of them align with the guiding documents reviewed earlier in this presentation?

Staff Resource Recommendations:

1. Developed the Library's 2025-2029 Strategic Plan
2. Supported staff in drafting a continuity of operations plan
3. Creation of a capital project plan to assist with sustainable Library improvements
4. The ongoing review of Library policies as a sound governance practices



2025 Goals and Objectives

Define three to five goals/objectives the committee/board would like to focus on in 2025. The staff resources has provided recommendations, but these can be added to or amended.

Staff Resource Recommendations:

1. Continued participation in the exploration of a multi-use recreation facility.
2. Support staff in the launch of a book vending machine to increase access to library collections in the community.
3. Review of policies and plans that govern collection development.



2025 Goals and Objectives

MURF

- This goal aligns with:
 - Community Based Strategic Plan
 - Library Strategic Plan
 - Identified in the Operational Plan
- Funding will be required for the next phase of the MURF

Book Vending Machine

- This goal aligns with:
 - The circulation and curation of library materials
 - Library Strategic Plan
 - Identified in the Operational Plan
- Funds for this project have been raised through fundraising in 2024 and the balance was included in the 2025 budget

Collection Development Policies/Plans

- This goal aligns with:
 - The circulation and curation of library materials
 - Library Strategic Plan
 - Identified in the Operational Plan
- No funds are required to complete this goal.



Next Steps

- A document will be created by staff to include the 2024 accomplishments and 2025 goals/objectives into the CAO's Operational Plan staff report to be provided to Council-Committee of the Whole on March 17, 2025. Your submissions are required by February 25 to be included in the staff report.
- Accomplishments and goals/objectives of each committee/board will be posted to their individual webpage.
- Terms of Reference will be reviewed to incorporate these guiding documents, and environmental and accessibility initiatives.
- Training on environmental and accessibility initiatives will be provided at a later date.



Resources

Community Based Strategic Plan:

https://www.collingwood.ca/sites/default/files/uploads/documents/2024-2028_community_based_strategic_plan.pdf

Master Plans: <https://www.collingwood.ca/strategic-plans>

By-laws enforced by the Town of Collingwood:

2024 Staff Reports:

- C2024-03 Annual Report of Boards and Advisory Committees (Item 4.1): <https://pub-collingwood.escribemeetings.com/FileStream.ashx?DocumentId=2409>
- CAO2024-XX Operational Plan Q3 Update (Item 14.2.1): <https://pub-collingwood.escribemeetings.com/Meeting.aspx?Id=eea14bfc-aa5c-40a4-9e72-33b03dc2102a&Agenda=Agenda&lang=English&Item=33&Tab=agenda>