



Staff Report

Report # 2025-02

Date: January 13, 2025

Submitted to: Library Board

Submitted by: CEO Kulchycki

Subject: MURF Steering Committee

1. RECOMMENDATION:

THAT the Library Board appoint one (1) member to sit on the Multi-Use Recreation Facility (MURF) Steering Committee to provide perspective, insight, and recommendations on the Phase 1 Final Report as delivered by Colliers Project Leaders.

2. SUMMARY AND BACKGROUND:

In July 2024, Council directed municipal staff to prepare a Terms of Reference for a Steering Committee for the next steps of a potential MURF.

3. DISCUSSION:

The Terms of Reference (Appendix A) outlines the Committee's purpose, mandate, composition, selection process, roles and responsibilities, meeting format, governance and authority, conflict resolution, term, and review.

It is proposed that the Committee's primary role is to review the Collingwood & Blue Mountains Joint Multi-Use Recreation Feasibility Assessment Phase 1 Final Report and provide guidance to Collingwood Council on the recommended next steps. At the completion of the Committee's mandate, their recommendations and insights will be included alongside Staff's recommendations in a report which will be presented to Council.

As indicated under Composition, one Library Board representative will be a voting member of the Committee, with the intention of providing insight on community engagement and programming opportunities that align with the creation facility's goals.

4. EFFECT ON FINANCES

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

5. APPENDICES:

Attached

SIGNATURE

Ashley Kulchycki
CEO

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.