A. Recommendations

THAT Council receive Staff Report CSOPS.20.045, entitled “Request for Delegated Authority to Appoint a Leisure Activities Plan Steering Committee”;

AND That Council provide Delegated Authority to Appoint a Leisure Activities Plan Steering Committee to the Chief Administrative Officer, Director of Human Resources and Director of Financial and Information Technology Services;

AND That Council appoint ______________________ as the Council representative to the Leisure Activities Plan Steering Committee.

B. Overview

This report outlines the request to provide delegated authority to staff for the creation of a Leisure Activities Plan Steering Committee to expedite the process. The typical committee recruitment process takes approximately three months to formally appoint a committee and begin work. The timeline that the Leisure Activities Plan consultants have provided to complete the plan indicates a November completion date. This would not be achievable if the steering committee wasn’t in place for three months.

C. Background

The Leisure Activities Plan update was identified in the 2020 budget and will be updating the 2015 document. The first Leisure Activities Plan was completed in 2006 and provided the first formal opportunity of this nature for residents of The Blue Mountains to identify their leisure services requests.

On June 29th, 2020 Council approved the following resolution:
THAT Council Receive Staff Report CSOPS.20.042, entitled “Request to Single Source Leisure Activities Plan Consulting Services”;

AND THAT Council approve the 2020 Leisure Activities Plan to proceed as outlined in the 2020 Approved Budget, as required by Council as this project has a total funding request of over $50,000;

AND THAT Council reduce the overall budget for the Leisure Activity Plan from $290,000 to $87,850;

AND THAT Council redirect the 2020 Taxation savings of $137,275 to cover the additional costs and lost revenues due to the COVID-19 Pandemic;

AND THAT Council approve the single sourcing of the 2020 Leisure Activities Plan Consulting Services to Dunbar & Associates at a total price of $47,850.00 plus taxes, as outlined in the unsolicited proposal provided by Dunbar & Associates,

Councillor Bordignon  Yay  
Councillor Hope  Yay  
Councillor Matrosovs  Yay  
Deputy Mayor Potter  Yay  
Councillor Sampson  Yay  
Councillor Uram  Yay  
Mayor Soever  Yay  

The motion is CARRIED

D. Analysis

A focus of this plan will be to engage a variety of residents, neighbouring municipalities, upper levels of government, agencies and businesses. To engage these groups, review comments, surveys and provide recommendations, staff are recommending creation of a steering committee for the LAP. The recommended composition of this committee is described below:

- One Member of The Blue Mountains Council
- Two Blue Mountains property owners that do not primarily reside in The Blue Mountains
- Four Blue Mountains residents that primarily reside in The Blue Mountains

The total number of steering committee members will be seven.

To provide an objective selection committee, staff are recommending that the Chief Administrative Officer, Director of Human Resources, and the Director of Financial and
Information Technology Services create the selection team to appoint the steering committee for the LAP.

**E. The Blue Mountains Strategic Plan**

Goal #1: Create Opportunities for Sustainability  
Objective #1 Retain Existing Business  
Objective #2 Attract New Business  
Objective #3 Promote a Diversified Economy  
Objective #4 Support Value-Added Agriculture and Culinary Tourism  
Objective #5 Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners  
Objective #1 Improve External Communication with our Constituents  
Objective #2 Use Technology to Advance Engagement  
Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles  
Objective #1 Promote the Town as a Healthy Community  
Objective #4 Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence  
Objective #1 To Be an Employer of Choice  
Objective #3 To Consistently Deliver Excellent Customer Service  
Objective #4 To Be a Financially Responsible Organization  
Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

Goal #5: Ensure Our Infrastructure is Sustainable  
Objective #1 Develop a Long-Term Asset Management Plan for the Maintenance, Renewal and Replacement of Existing Infrastructure  
Objective #2 Avoid Unexpected Infrastructure Failure and Associated Costs and Liability  
Objective #3 Implement Best Practices in Sustainable Infrastructure  
Objective #4 Ensure that Infrastructure is Available to Support Development

**F. Environmental Impacts**

The development of a 2020 Leisure Activities as outlined in the 2020 Approved Budget will incorporate sound environmental stewardship practices.

**G. Financial Impact**

Updating the Leisure Activity Plan was included in the 2020 Approved Budget at a total cost of $290,000. The budget was split between $25,000 for a Master’s/PhD level academic co-op position, and $265,000 that was undetermined at the time the budget was presented.
original plan was to bring a plan back to Council outlining how the Leisure Activities Plan could be completed in house. This was all before the COVID-19 pandemic and receiving the unsolicited proposal.

The funding was split between 2020 Taxation ($205,375), Parks and Recreation Development Charges ($59,625), and the Community Services Asset Replacement Reserve Fund ($25,000). The funding split comes from the Development Charges Background Study which includes a Benefit to Existing and legislated 10% discount that can be funded from Development Charges.

The new budget approved by Council is $87,850. The split is $47,850 for the external consultant and $40,000 for communication, printing materials, and mail outs.

The new funding will be $68,100 in 2020 Taxation and $19,750 Parks and Recreation Development Charges. The remaining $137,275 in 2020 Taxation has been redeployed to help mitigate the financial impact that the Town is facing with the COVID-19 pandemic.

H. In consultation with

Chief Administrative Officer

Director of Financial and Information Technology services

Director of Human Resources

Town Clerk

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ryan Gibbons, directorcs@thebluemountains.ca.

Public consultation will be a key component of the LAP and will take place in many forms, including a steering committee, public information centres, interviews with key stakeholders and community focus group sessions. The consultation will be facilitated by Dunbar and Associates and the steering committee.

J. Attached

1. Draft Leisure Activities Plan Steering Committee Terms of Reference
Respectfully submitted,

Ryan Gibbons  
Director of Community Services

For more information, please contact:  
Ryan Gibbons  
directorcs@thebluemountains.ca  
519-599-3131 extension 281
Leisure Activities Plan Steering Committee

TERMS OF REFERENCE

1. PURPOSE

The Leisure Activities Plan Steering Committee (Steering Committee) has been established to advise Council, Administration and Consultant/Project Management Team on specific matters as they pertain to the preparation and delivery of the 2020 Leisure Activities Plan update.

The overall purpose of the Steering Committee is to ensure that the stakeholders in the community along with members of Town of The Blue Mountains Council have their interests represented during the tenure of the consulting engagement, and that by playing this key role the community will have a strong sense of ownership and support the development of the plan recommendations. In this way the Steering Committee will help to ensure that future action within the plan is appropriate to the community, and of the highest possible quality.

2. ROLE OF THE STEERING COMMITTEE

The Steering Committee has been designed to provide neighbourhood and community stakeholders an opportunity to have their interests represented during the course of the study in a focused and multi-interest group structure. The Committee will share opinions and perspectives and offer collective advice to the Consultant/Project Management Team. The Committee's input, along with broad public consultation, will enable a planning process that is open, transparent and meaningful to the community.

Input will flow from the Steering Committee to the Consultant/Project Management Team throughout the planning process in the form of information and feedback which will be used by the Consultant/Project Management Team throughout the project. Additionally, the Steering Committee will provide input to the Consultant/Project Management Team on community engagement and communication activities.

3. DUTIES OF THE STEERING COMMITTEE

- Meet on a monthly basis (or as required) with the Consultant/Project Management Team
- Meet with the Consultant/Project Management Team to review the results of the public consultation exercises and key project reports and findings
• Advise Consultant/Project Management Team and consultant on the public participation program in order to stimulate focused community and stakeholder input
• Review staff and consultant reports and formulate responses and recommendations
• Be subject to the Town of The Blue Mountains policies including Code of Conduct, Confidentiality and Conflict of Interest
• Recognize that some of the information shared in the course of the project may be sensitive, and when used outside of the project team may jeopardize the integrity of the project’s results

4. COMMITTEE MEMBERSHIP, COMPENSATION AND STRUCTURE

Membership shall consist of the following:
• One Member of The Blue Mountains Council
• Two Blue Mountains property owners that do not primarily reside in The Blue Mountains
• Four Blue Mountains residents that primarily reside in The Blue Mountains

The total number of steering committee members will be seven.

No compensation shall be provided to members of the Steering Committee for their participation.

Remuneration for Council shall be in accordance with Town of The Blue Mountains Council Remuneration Policies.

At the first meeting of the Steering Committee the members will elect from the membership a Chairperson and Vice-Chairperson.

5. SELECTION OF MEMBERSHIP

Selection criteria shall include:
• Willingness and ability to commit to the necessary timeline
• Commitment and interest in the future of Leisure Activities in the study area, with said interest informed by a balanced neighbourhood, Community and County perspective
• Skills and experience related to previous work with community-based and/or planning projects
• A reasonable assurance that the selected member does not have a pecuniary interest as related to the future development and use of the property
6. **APPOINTMENT**

Members at Large shall be appointed by 3 Senior Management members of Town Staff and the term of appointment shall be for the duration of the project commencing July 31, 2020 until November 30th, 2020, or as otherwise determined through an extension of the project timeline.

7. **MEETINGS**

Meetings shall be held monthly or as agreed to by the Steering Committee and Consultant/Project Management Team as determined by the project requirements.

A written summary of discussion and comments from each meeting will be prepared by staff in cooperation with the Consultant/Project Management Team and with the assistance of the Steering Committee.

Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement or decision, and recommendations or options.

Meeting minutes will be circulated to the Steering Committee and Consultant/Project Management Team within 1 week of the meeting and made available on the Town website.

8. **DECISION MAKING WITHIN THE STEERING COMMITTEE**

Decisions about recommendations to the Consultant/Project Management Team will be made by consensus.

9. **QUORUM**

Quorum for the Steering Committee, per the standards of the Municipal Act, 2001, is 3 voting members, which must include at least one (1) Council representative, regardless of the number of members in attendance.

The Council representative appointed to the Steering Committee count towards quorum. The Mayor as ex-officio does not count towards quorum. However, the Mayor as ex-officio does have the right to vote and make motions.

10. **RESOURCES**

The Town of The Blue Mountains will provide staff resources to the Steering Committee including coordinating and arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions in cooperation with the Consultant/Project Management Team.

11. **CONFLICT OF INTEREST**

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.
12. INDEMNITIES TO COMMITTEE MEMBERS AND OTHERS

Committee members shall be covered by the Town’s general liability insurance policy as it relates to Committees of Council activities.

13. REVIEW AND UPDATE OF THE TERMS OF REFERENCE

The Steering Committee may from time to time make changes to the Terms of Reference based on the following conditions:

- Proposed changes were achieved by consensus of the Steering Committee members
- Proposed changes shall be presented to Council for consideration
- Changes required ratification by Council through resolution