



Staff Report

Administration – Chief Administrative Officer

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: February 27, 2023
Report Number: FAF.23.019
Title: Options for Establishing a Parks and Trails Advisory Committee for the 2022-2026 Term of Council
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.23.019, entitled “Options for Establishing a Parks and Trails Advisory Committee for the 2022-2026 Term of Council”;

AND THAT Council establish a working group of Council members to consider options for the establishment of a Parks and Trails Advisory Committee for the 2022 – 2026 Term of Council by appointing _____, and _____ as the working group members;

AND THAT Council endorse Community Services Department staff being the lead staff resource available to the working group.

B. Overview

The purpose of this report is to provide Council with options for the preferred next steps in the development of a Parks and Trails Advisory Committee.

C. Background

[Staff Report FAF.23.007](#) brought forward options for Council to consider regarding how to proceed with the establishment of Committees for this Term of Council. Through the discussion, Council identified the desire to establish a Parks and Trails Advisory Committee during this Term of Council.

While developing this report and considering the Terms of Reference for this Committee, staff considered how best to move this potential Committee forward. With the benefit of learning more about this Council through the numerous discussions and dialogue thus far, staff believe a preferred option would be to create a working group of Council members to advise Council on the structure and Terms of Reference for this Committee.

staff believes a preferred initial process would be to create a working group of members of Council with a composition of a maximum of two (2) Council members. Council may wish to

consider a working group of three (3) Council members, similar to what staff has proposed for the Transparency and Accountability working group. The maximum number of Council members in the working group would be three (3) to ensure a quorum of Council is not achieved.

Staff suggest that the working group would work collaboratively with the Community Services Department and focus its activity on determining the Committee structure and drafting a Terms of Reference to be brought to Council for endorsement.

D. Analysis

Staff suggest that a working group of Council members be established that is comprised of two (2) Council members that will work directly with the Director of Community Services as the lead staff resource.

Staff suggest that there is benefit to establishing a working group of Council members to develop the initial Terms of Reference to ensure that Council's preferred Committee structure, composition, mandate, and strategic communication plan can be implemented to ensure the Committee's success.

Staff also suggest that preliminary discussion regarding how best to proceed with developing a comprehensive Parks and Trails Master Plan would benefit from consultation with the working group of Council to determine if it would be appropriate to include this project in an initial Terms of Reference. This may assist individuals in understanding what is expected of potential members of the Advisory Committee in the future.

However, Council may choose to establish the Committee without establishing a working group, and have the Committee's initial mandate be to create a draft Terms of Reference. If this is the direction chosen, staff have provided the following motion for consideration:

AND THAT Council establish a Parks and Trails Advisory Committee for the 2022 – 2026 Term of Council and does appoint _____, and _____ as Committee members with one of these members being appointed as Committee Chair at a future date.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

This Advisory Committee could provide Council with insight and recommendations related to environmental impacts on Parks and Trails within the municipality while being mindful of the larger regional importance and significance.

G. Financial Impacts

Staff time to provide the necessary resources.

H. In Consultation With

Ryan Gibbons, Director of Community Services

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

None

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Report Approval Details

Document Title:	FAF.23.019 Options for Establishing a Parks and Trails Advisory Committee for the 2022-2026 Term of Council.docx
Attachments:	
Final Approval Date:	Feb 7, 2023

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Feb 7, 2023 - 7:48 PM