

From: Stephen Granger, CCWG, [REDACTED] Town of the Blue Mountains

Delegation Request to Council - COW Finance Admin meeting for Dec/9th,2024

Re: Request to Council for extension of CCWG phase 2 terms reference duration to be no later than April 1st 2026

To: Mayor Matrosovs and Members of Council

CC: Corrina Giles, Town Clerk

Shawn Everitt, CAO The Town of the Blue Mountains

The CCWG working Group has prepared and presented a number of delegation reports to Council outlining key resident/stakeholder priorities for our Craigleith community as representatives of the Craigleith area in TBM. During our term of reference phase 2 portion of 2024, we appreciate Staff and Council's support in considering the outstanding priorities most recently presented to Council for the 2025 budget process.

However, in review of our terms of reference and the duration of the phase 2 portion of the CCWG, we are requesting Council to support extending our term duration as a working group in order to have Town staff continue to collaborate with the Craighleith Community Improvement team (CCIT) as representatives of the Craigleith area .

This extension will help to maintain the scope of the mandate of the Town's CCWG with Town staff in developing a fulsome range of strategic planning of the community needs and priorities for Council's consideration for the term of Council.

Our CCWG requests that Council support the continuation of our phase 2 term to continue after February 1st,2025 to the end of the term of Council March 2026 or no later than April 1st 2026 .

It would be our CCWG intension to continue the same format mandate of these terms and align the groups presentation objectives and review to Council for conclusion by Q1 of 2026.

Attached is a current copy of the Staff report FAF.24.012 Craigleith Community Phase 2 Working Group Terms of Reference that we respectfully request Council to support for the above extension duration.

Sincerely,

Stephen Granger, CCWG

Craigleith Community Phase 2 Working Group

TERMS OF REFERENCE

1. PURPOSE

The Craigleith Community Phase 2 Working Group is endorsed by Council for the purposes of proactively developing information for the future Official Plan Review and establishing a long term vision for the Craigleith area that utilizes the information and background materials that were developed through the initial Craigleith Community Working Group.

2. MANDATE

The Mandate of the Town's Craigleith Community Phase 2 Working Group is to provide an opportunity for Town staff to continue to collaborate with the Craigleith Community Improvement Team (CCIT) as representatives of the Craigleith Area to:

- Proactively develop a long term vision of the Craigleith area that can be utilized for the fulsome range of future strategic planning processes that Town will be considering over the next several years;
- Continued establishment of a clear roadmap of potential actions and resource allocations that aligns with the Town's overall goals and vision;
- Promote a consistent understanding of the community's challenges and opportunities focusing on the following priorities;
 - Improvements to pedestrian safety and active transportation
 - Monitor the implementations of the identified and Council endorsed opportunities that were to enhance the four-season maintenance strategy for roads, sidewalks and trails
 - Be consulted on improvements for effective planning and management of traffic and parking
 - Be consulted on advancements in public transit and sustainable transportation options
 - Continue to foster and promote strong community partnerships and consider potential funding opportunities through collaborative co-

investment strategies for Council consideration

- Be a conduit of local knowledge and key stakeholder for consultation to the Town's staff when considering the potential expansion and connectivity of active transportation, parks, and recreational programming that foster community engagement
- Develop preliminary recommendations that will inform the fulsome range of the Town's strategic planning processes that will enhance and improve community engagement, collaboration, and inclusivity through the Town's planning processes.

3. MEMBERSHIP/VOTING

The Craigleith Community Phase 2 Working Group will be comprised of representatives of the Craigleith Community Improvement Team (CCIT) along with up to two (2) members of staff.

The composition is noted below:

Members:

- Two (2) Members of the CCIT from each of the identified Zones
- One (1) Lead Town staff Resource
- One (1) additional Town Staff

One (1) additional Staff Resource for Administrative duties, note-taking, and logistical scheduling of up to twelve (12) meetings.

Formal minutes will not be taken through the staff resources provided by the Town. Notes taken will be in the form of action items highlighting agreed upon next steps and identifying those individuals responsible for the completion of specific tasks.

Members will:

Members of the Craigleith Community Phase 2 Working Group are expected to know and abide by relevant conduct policies of the Town listed in this Terms of Reference. In addition, the following guidelines shall be understood by members of the Craigleith Community Phase 2 Working Group:

- a) Members shall not direct or release any messaging without the approval of the Craigleith Community Phase 2 Working Group;
- b) All members play an important and equal role in ensuring that a functional

relationship with high integrity exists within the Craigleith Community Phase 2 Working Group;

- c) Constructive and informative debate and opinion sharing can be a constructive part of the group decision-making process. However, when the debate becomes ongoing, inappropriate, unconstructive, or offensive, and before becoming a conflict, each member shares equal responsibility and may need to intervene with an appropriate dispute resolution mechanism.

It is the responsibility of the member to declare any affiliations and/or inclusion on the Town's Lobbyist Registry to the Town Clerk as soon as possible in writing.

4. QUORUM

A Working Group is not required to follow the Town's Procedural By law, therefore there are no requirements relating to Quorum as per the standards of the *Municipal Act, 2001*. However, an actual meeting of the Craigleith Community Working Group shall have at least one (1) member of the Craigleith Community Improvement Team (CCIT) and one (1) member of Town staff present.

5. REMUNERATION

No compensation shall be provided to non-Town staff members of the Craigleith Community Phase 2 Working Group for their participation.

6. MEETINGS

The Craigleith Community Phase 2 Working Group will meet up to twelve (12) times with the Term of the Craigleith Community Phase 2 Working Group **ending no later than February 1, 2025. Meetings shall have a duration of no longer than two (2) hours in length.**

Initial review and recommendations:

Objective	Timeline
Initial Meeting, Review Terms of Reference	Q1 2024
Presentation to Council regarding preliminary meetings with the Craigleith Community Working Group	Q4 2023 via budget deliberations

Objective	Timeline
Working Group Review and conclusion reports provided to Council and to provide preliminary information to assist with the Towns Official Plan Review Process	Q 1 2025

7. AGENDA, MINUTES AND PROCEDURE

Agenda items will be set through the mutual consent of the Craigleith Community Improvement Team Lead Representative and Lead Town Staff.

8. RELATED POLICIES AND TRAINING REQUIREMENTS

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)