



## **Leisure Activities Plan - Parks, Trails and Open Space Master Plan – Task Force**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Leisure Activities Plan – Parks, Trails and Open Space Master Plan is endorsed by Council for the purposes of addressing an update to the current Leisure Activities Plan and the need of for strategic direction for Parks, Trails and Open Spaces in The Blue Mountains, considering solutions, and bringing forward recommendations to Council in order to enhance the well-being of residents.

#### **2. MANDATE**

The Mandate of the Town’s Leisure Activities Plan - Parks, Trails and Open Space Master Plan Task Force is to provide an opportunity for Town staff & Council to collaborate with residents to update the current Leisure Activities Plan and develop a strategic Parks, Trails and Open Space Master Plan:

- Establish a clear roadmap of potential actions and resource allocations to;
- Maintain a comprehensive understanding of the community's challenges and opportunities focusing on the following priorities;
  - Update the 2020 Leisure Activities Plan
  - Develop framework for a Parks, Trails and Open Space Master Plan
  - Effective planning and management of Parkland, Trails and Open Space areas
  - Creating strong community partnerships, considering potential funding opportunities through collaborative co-investment strategies for Council consideration
  - Reviewing the Town’s Leisure Activities Plan and considering the potential expansion and connectivity of active transportation, parks, and recreational

programming that foster community engagement

- Promoting conservation and enhancement of natural areas through operations, sustainability, asset management
- Creating recommendations that enhance and improve community engagement, collaboration, and inclusivity
- Promoting collaboration between Municipal, Upper Tier governments, Conservation Authority, commercial and private land opportunities.

### **3. MEMBERSHIP**

- Two (2) Members of Council
- Three (3) Blue Mountains Residents

#### **Resources:**

- Two (2) Lead Town Staff
- One (1) Administrative Town Staff
- Consultant Staff

#### **Members will:**

Members of the Leisure Activities Plan – Parks, Trails and Open Space Master Plan Task Force 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 Task Force:

- a) Members shall not direct or release any messaging without the approval of the Leisure Activities Plan – Parks, Trails and Open Space Master Plan Task Force;
- b) All members play an important and equal role in ensuring that a functional relationship with high integrity exists within the Leisure Activities Plan – Parks, Trails and Open Space Master Plan Task Force;
- 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. The Chair will facilitate conflict resolutions as required.
- d) 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.

### **Task Force Roles and Responsibilities:**

#### **Chair (Member of Council)**

- **Role:**
  - Provide leadership and facilitate committee meetings.
  - Serve as the primary spokesperson for the committee.
- **Responsibilities:**
  - Set meeting agendas in collaboration with town staff.
  - Ensure meetings are structured and objectives are met.
  - Coordinate the compilation and delivery of reports with staff to Council.
  - Facilitate conflict resolution within the committee.
  - Make final decisions if consensus cannot be reached.

#### **Vice-Chair (Member of Council)**

- **Role:**
  - Support the chair and act as the chair in their absence.
- **Responsibilities:**
  - Assist in meeting preparation and execution.
  - Take on specific tasks as delegated by the chair.
  - Ensure continuity of leadership and documentation.

#### **General Member:**

- **Active Participation:**
  - Attend all scheduled meetings, participate actively, and come prepared.
- **Constructive Collaboration:**
  - Work collaboratively with other committee members and stakeholders.
- **Accountability:**
  - Follow through on assigned tasks and responsibilities within agreed timelines.

#### **Lead Town Staff:**

- **Role:**
  - Serve as a resource between the municipal operations and the Task Force.
  - Serve as the Project Manager(s).

- **Responsibilities:**
  - Provide updates on relevant municipal policies and procedures.
  - Ensure coordination with other municipal projects and initiatives.
  - Assist in resource allocation and support committee actions.
  - Develop and present reports to the Task Force and Council

#### **Administrative Town Staff:**

- **Role:**
  - Provide administrative support to ensure committee operations.
- **Responsibilities:**
  - Schedule meetings, finalize agendas, and arrange logistical details.
  - Record and distribute minutes of meetings, ensure documentation is accurate and complete.
  - Maintain organized files for committee reports, records, and communications.

#### **Consultant Staff:**

- **Research and Analysis:**
  - Conduct specialized research and provide detailed analyses as needed.
- **Collaboration:**
  - Collaborate closely with town staff and committee members to ensure cohesion.
- **Reporting:**
  - Prepare and present comprehensive reports and presentations to the committee.
- **Compliance and Standards:**
  - Ensure all proposals and strategies comply with municipal, provincial, and federal regulations and legislation.

#### **4. QUORUM**

A Task Force 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 Leisure Activities Plan - Parks and Trails Master Plan Task Force shall have at least one (1) resident member, one (1) member of Council and one (1) member of Town staff present.

#### **5. DECISION MAKING AND RECOMMENDATIONS**

- **Approach:**
  - Strive for consensus among members where possible to reflect the collective agreement and commitment to decisions.

- **Procedure:**
  - Facilitate open discussions where all members are encouraged to voice opinions.
  - Use conflict resolution strategies to address disagreements and seek a middle ground.
  - Encourage iterative rounds of feedback and refinement until a general agreement is reached.

If consensus cannot be reached, the Chair will make the final decision or recommendation.

## **6. REMUNERATION**

No compensation shall be provided to non-Town staff members of the Leisure Activities Plan – Parks, Trails and Open Space Master Plan Task Force for their participation.

## **7. MEETINGS**

Leisure Activities Plan – Parks, Trails and Open Space Master Plan Task Force will meet up to nine (9) times with the Leisure Activities Plan – Parks, Trails and Open Space Master Plan Task Force ending no later than December 31, 2026. Meetings shall have a duration of no longer than two (2) hours in length.

If an extension of time is required, Town staff may provide a recommendation via a formal staff report to Council to determine if the continuation of the Task Force is supported by Council. Rationale and justification for the continuation shall be provided for Council consideration that clearly demonstrates that the original scope and focus have been maintained by the Leisure Activities Plan – Parks, Trails and Open Space Master Plan Task Force and demonstrate that additional time is required to complete the work.

## **8. AGENDA, MINUTES AND PROCEDURE**

Agenda items will be set through the Chair of the Leisure Activities Plan – Parks, Trails and Open Space Master Plan Task Force and Lead Town staff.

## **9. RELATED INFORMATION, 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

COR.21.06 Code of Conduct for Members of Council, Local Boards and Advisory Committees

Staff Report FAF.23.007 Council Consideration of Committees of Council for the 2022-2026 Term of Council

[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](#)

DRAFT