

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** April 6, 2021  
**TO:** Committee of the Whole  
**FROM:** Calvin Murphy, Recreation Manager  
**SUBJECT:** **Appointment to Community Services Master Plan Working Group**

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**RECOMMENDATION:**

**THAT the Committee of the Whole recommends to Council to appoint (2) two members of Council to the Community Services Master Plan Steering Committee;**

**AND FURTHERMORE THAT staff representation from the Recreation and Culture department, Library and Daycare departments be included in the working group.**

**BACKGROUND:**

As part of the strategic plan process Council agreed to complete a Community Services Master Plan to help guide the delivery of recreation and culture services/events, childcare services and include the strategic direction established by the library board. This plan would include reviewing all Recreation and Culture, Childcare and Library services and would establish the strategic direction and help shape and lead their delivery over the next 10 years. The 2021 budget included funding to complete this project by engaging a consulting firm.

**DISCUSSION:**

A draft project charter was developed as part of the Strategic Planning process. Staff have met to advance this draft to the next stage and refine the work plan. The first component is development and issuing an RFP to engage a consultant. Before finalizing the Community Services Master Plan RFP a Steering Committee to lead and guide the development of the project should be established. This Steering Committee should have representation from Council as well as the associated departments. The following options can be considered when determining Council representation.

**OPTIONS:**

Option 1 – Appointment determined by members of Council.

Option 2 – Appoint member(s) of Council from the Mississippi Mills Parks and Recreation Advisory Committee, more specifically Councillor Dalgity and Councillor Guerard.

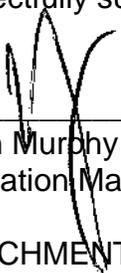
**FINANCIAL IMPLICATIONS:**

N/A

**SUMMARY:**

In order for the Community Services Master Plan to proceed in a timely fashion the necessary appointments need to be made to this steering committee. It is highly recommended that Council make the necessary appointment(s) so that work can begin accordingly.

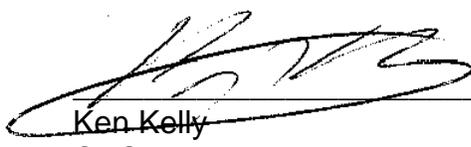
Respectfully submitted by,



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Calvin Murphy  
Recreation Manager

Reviewed by:



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Ken Kelly  
CAO

**ATTACHMENT:**

1. Community Services Master Plan