



Regular Council Meeting

To:	Mayor and Council
Date:	May 5, 2025
From:	Yvette Hurley, Chief Administrative Officer
Report Number:	CAO 2025-05
Subject:	Downtown Park and Remaining CMCC Lands Task Force

Recommendations:

1. That Council approve the terms of reference for the Downtown Park and Remaining Cavan Monaghan Community Centre (CMCC) Lands Task Force and;
2. That Council appoint two (2) members of Council to the Task Force; and
3. That Council direct staff to recruit for three (3) additional members to fulfill the required complement of the Task Force.

Overview:

At the March 17th, 2025, Regular Council meeting, Council directed staff to establish a Downtown Park and Remaining CMCC Lands Task Force to work with the Preferred Site Plans to prioritize the phases and funding opportunities for future recreational needs and to report back to Council with a Task Force Terms of Reference. The Task Force is not a Committee of Council and only established for a specific topic and for a period of time as directed by Council. The Task Force will not be live streamed.

The Task Force Terms of Reference are attached and we have provided a summary of their responsibilities below.

The work of the Task Force will be to:

1. Establish a good understanding of Vision 2035 Parks and Recreation Strategic Plan, the Preferred Site Plans, and the current state of recreation in the Township of Cavan Monaghan.
2. Receive and assess the recommendations for the phasing of the Preferred Site Plans of the Downtown Park and CMCC Remaining Lands.

3. Establish criteria for evaluating recreational components and phasing priorities including a review of levels of service, cost comparisons, long-term financial implications and impact on the community.
4. Review and refine cost estimates presented in each phase of both Preferred Site Plans.
5. Develop a fundraising and financing strategy.
6. Explore grant opportunities.
7. Report to Council as required.

The composition of the Task Force will be comprised of two (2) Cavan Monaghan Council members, two (2) staff members, one of whom will act as recording secretary, and three (3) individuals with varied experience in areas such as urban planning and design, landscape design, recreation, creative sectors such as art, design, and heritage, etc.

Should Council support this report staff will advertise for three members of the public to complete the committee complement.

Financial Impact:

There is currently no financial impact.

Linkage to the Strategic Plan

This report aligns with Strategic Priority #2 Community Vitality, Objective 1. Enhance and optimize recreation in the Township, Objective 2. Develop a Downtown Park and Objective. 4 Build upon existing indoor and outdoor spaces to promote health and wellness.

Attachment:

Attachment No. 1 – Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre Task Force Terms of Reference

Respectfully Submitted by,

Yvette Hurley
Chief Administrative Officer

Cavan Monaghan Task Force on Downtown Park and Remaining CMCC Lands

Terms of Reference

Mandate

The Cavan Monaghan Task Force on the Downtown Park and Remaining CMCC Lands will work with the Preferred Site Plans to prioritize phases and funding opportunities for future recreational needs of the Township of Cavan Monaghan.

The Task Force will use the Preferred Site Plans for the Downtown Park and Remaining CMCC Lands and consider all components and costing included in the phasing in order to provide a practical set of recommendations designed to guide Council as it makes decisions on the priorities of the recreational needs in Cavan Monaghan. It will rely on:

1. Vision 2035 Parks and Recreation Strategic Plan.
2. Preferred Site Plans for Downtown Park and Remaining CMCC Lands presented to Council on March 17, 2025, by Landscape Planning Limited.
3. An analysis of the summary reports of the community and stakeholder feedback.
4. Relevant legislation including the Township Official Plan and or development requirements.
5. The application of best practices and principles from other municipalities.

Scope

The work of the Task Force will be to:

1. Establish a good understanding of Vision 2035 Parks and Recreation Strategic Plan, the Preferred Site Plans, and the current state of recreation in the Township of Cavan Monaghan.
2. Assess and prioritize the recommendations for the phasing of the Preferred Site Plans of the Downtown Park and CMCC Remaining Lands.
3. Establish criteria for evaluating recreational components and phasing priorities including a review of levels of service, cost comparisons, long-term financial implications and impact on the community.

4. Review and refine cost estimates presented in each phase of both Preferred Site Plans and make a recommendation moving forward.
5. Develop a fundraising and financing strategy.
6. Explore grant opportunities and future budget directions.
7. Report to Council as required.

Composition

The composition of the Task Force will be comprised of two (2) Cavan Monaghan Council members, two (2) staff members, one of whom will act as recording secretary, and three (3) individuals with varied experience in areas such as urban planning and design, landscape design, recreation, and creative sectors such as art, design, and heritage, etc.

At the first meeting of the Task Force the members shall appoint, from among their membership, a Chair and Vice-Chair.

Meetings

Meetings will occur on a date and time agreed to by the Task Force or at the call of the Chair. Meeting agendas will be developed in consultation with the Chair and additional records including minutes and other documents will be maintained by staff members and provided to the members as requested.

The meetings will take place between Monday – Friday between 8:30 a.m. and 4:30 p.m.

Code of Conduct and Conflict of Interest

All members of the Task Force are expected to abide by the code of conduct provisions as established by the Township of Cavan Monaghan.

Purchasing Policy:

This Task Force has no purchasing or procurement responsibilities or permissions under the Township's Purchasing Policy.

Timeline for the Task Force

Until the final report is presented before Council or as Council directs.