

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
<b>Submitted by:</b>	Krystal Christopher, Deputy Clerk/ Records Management Coordinator, Legislative Services Department <a href="mailto:kchristopher@cobourg.ca">kchristopher@cobourg.ca</a>	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	September 13, 2021		
<b>Report No.:</b>	Corporate Services-104-21		
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**Subject/Title:** Amending the Memorial Arena Ad Hoc Committee Terms of Reference

## RECOMMENDATION:

THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to amended the Terms of Reference for the Memorial Arena Ad Hoc Committee, as attached to this Report as Attachment #1

### 1. STRATEGIC PLAN

This report addresses one (1) Council Strategic Plan Objective: Review and improve the financial performance of Town operated facilities.

### 2. PUBLIC ENGAGEMENT

Not Applicable

### 3. PURPOSE

To amend the Memorial Arena Ad Hoc Committee Terms of Reference as directed by Municipal Council through formal resolution.

### 4. ORIGIN AND LEGISLATION

At the August 12, 2019, Regular Council meeting, direction was given to staff to report on the establishment of an Ad Hoc Committee to assist with the determination of the future use of the Memorial Arena.

## 5. BACKGROUND

Council considered a report from the Deputy Director, Community Services, at the Committee of the Whole meeting on July 22, 2019, regarding the Memorial Arena usage. The report spoke to the Condition Assessment of the Memorial Arena that was completed by Pinchin Ltd in February 2018. It was determined in that report, the arena would require significant repairs and improvements to the infrastructure, including enhancements to accessibility. Given the cost of future capital costs, the challenges of bringing the facility into AODA Compliance and the required maintenance of the refrigeration system, staff recommend the closure of the Memorial Arena.

At the Regular Council Meeting of August 12, 2019, Council adopted the following Resolution regarding the Memorial Arena:

*“WHEREAS at the Committee of the Whole on July 22, 2019, Council considered a Memo from the Deputy Director of Community Services, regarding the Memorial Arena usage;*

*NOW THEREFORE BE IT RESOLVED THAT the Memorial Arena remain closed and that an Ad Hoc Committee be struck to determine the future use of the Memorial Arena.”*

Council may establish Ad Hoc Committees to provide opportunities for members of the public to have input into the decisions of the Town regarding a specific subject, project or undertaking, which are typically temporary in nature, until the Ad Hoc Committee has achieved their objectives. Section 6.1 of the Terms of Reference By-law (008-2019) provides that Ad Hoc Committees established by Council must be given a clear mandate and well-defined Terms of Reference.

Council considered a report from the Deputy Clerk/Records Management Coordinator, at the Committee of the Whole meeting on March 29, 2021, regarding the adoption of a Memorial Arena Ad Hoc Committee Terms of Reference and the establishment of the committee.

At the Regular Council meeting on April 6, 2021, Council adopted by-law 021-2021 to Amend By-Law No. 008-2019 to Include the Terms of Reference for the Memorial Arena Terms of Reference Committee of Council.

## 6. ANALYSIS

Attachment #1, and in general describes the revision to the Ad Hoc Committee's duties and functions; composition and terms of appointment; reporting structure; administration; and resources.

The Memorial Arena Ad Hoc Terms of Reference adopted by Council on April 6, 2021, outlined the following Composition of the committee:

- *Parks and Recreation Coordinator, who will serve as the Chair of the Committee;*
- *Up to six (6) and no less than two (2) citizens appointments selected by the Municipal Council;*
- *Minimum one (1) member of Council*
- *Deputy Director of Community Services (non-voting member);*
- *Manager, Arena and Facilities (non-voting member); and*
- *Any other staff member(s) identified to provide advisory support to the to the Committee (non-voting member)*

From April 2021, the Legislative Services Department has advertised the committee vacancy in the local newspaper, Town's website, Twitter and Facebook page. To date, there has been two (2) applications of interest received for citizen appointment to the committee. The applicants will be contacted to see if they are still interested in serving on the committee.

Given the nature and mandate of the Memorial Arena Ad Hoc Committee and in light of the lack of interest received by residents, the following committee structure is being recommended:

- *Coordinator of Parks and Recreation Services (Chair)*
- *Coordinator of Planning and Development*
- *Coordinator of Public Works*
- *Member from the Accessibility Committee*
- *Member from the Planning Advisory Committee*
- *Member from the Parks and Recreation Committee*
- *A minimum of one (1) and a maximum of two (2) citizen appointments*

## **7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS**

This report does not have financial or budget impact.

## **8. CONCLUSION**

It is recommended that Council approve the revisions to the Memorial Arena Ad Hoc Committee's Terms of Reference, as provided in Attachment #1 to be approved through by-law as an amendment to the Terms of Reference By-law (008-2019)

### **Report Approval Details**

Document Title:	<b>Amending the Memorial Arena Ad Hoc Committee Terms of Reference</b>
Attachments:	-
Final Approval Date:	Sep 2, 2021

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

**Brent Larmer, Municipal Clerk/Manager of Legislative Services– Sep 2, 2021 - 1:13 PM**

**Tracey Vaughan, Chief Administrative Officer – Sep 2, 2021 - 1:13 PM**