

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Krystal Christopher, Deputy Clerk/ Records Management Coordinator, Legislative Services Department	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	March 24, 2021		
Report No.:	Corporate Services-046-21		
Submit comments to Council			

Subject/Title: 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 include the proposed Terms of Reference for the Memorial Arena Ad Hoc Committee, as attached to this Report as Attachment #1;

FURTHER THAT Council direct the Legislative Services Department to advertise the citizen vacancies in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee; and

FURTHER THAT Council discontinue the Ad Hoc Committee by Resolution once final recommendations upon the specified matter have been provided and further recommendations are no longer required.

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 establish 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.

Further to this Resolution, the Legislative Services Department has prepared this report, with the proposed Terms of Reference for the Ad Hoc Committee, to respond to the direction from Council.

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.

6. ANALYSIS

In keeping with the Town’s Procedural By-law and the Terms of Reference By-law, Staff have prepared a draft Terms of Reference for the Memorial Arena Ad Hoc Committee. The draft Terms of Reference have been included in this report as Attachment #1, and in general describes the Ad Hoc Committee’s duties and

functions; composition and terms of appointment; reporting structure; administration; and resources.

Once formed, the Memorial Arena Hoc Committee is expected to provide recommendations to Council regarding the future use of the Memorial Arena. In doing so, it is recommended that the Ad Hoc Committee:

- Consult with appropriate Town Departments to consider the budget implications on the future usage of the Memorial Arena;
- Consider the logistics of suitable usages as they relate to amenities and/or activities for participants attending the Memorial Arena;
- Ensure facility is compliant to AODA standards
- Identify, engage, and work with other community groups and partners to identify future usages for the Memorial Arena; and
- Undertake any other assignment pertaining to the usage of the Memorial Arena that may be requested by Council.

At the first meeting of the Ad Hoc Committee, a Staff Report will be provided to the Committee from the Community Services Division outlining the history of the Memorial Arena, potential capital costs and any further information that may be relevant to determine the future use of the Memorial Arena.

Given the nature and the proposed mandate of the Memorial Arena Ad Hoc Committee, Staff are recommending the following Committee structure:

- Up to six (6) and no less than four (4) citizen appointments selected by the Municipal Council;
- Minimum one (1) member of Council
- Parks and Recreation Coordinator who will serve as Chair of the Committee

The Ad Hoc Committee would be supported by Municipal Staff including the Deputy Director of Community Services, the Manager of Facilities and any other staff member(s) identified to provide advisory support to the to the Committee. Municipal Staff will assist the Ad Hoc Committee by providing information relating to the Memorial Arena, as it relates to the future usage of the facility.

It is recommended that the Parks and Recreation Coordinator serve as Chair of the Committee due to their pre-existing familiarity with the Town of Cobourg Procedural By-law (009-2019) which will encourage efficient meeting procedures. The Vice Chair position may be filled by any member of the Ad Hoc Committee, upon a successful majority vote.

Representatives from the community will be solicited through a call for applications, to be advertised in the local newspaper and on the municipal website for a proposed duration of three (3) weeks. The Ad Hoc Committee will be discontinued by Council through resolution when their recommendation on the usage of the Memorial Arena has been provided and further recommendations are no longer required.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

This report does not have financial or budget impact.

8. CONCLUSION

It is recommended that Council approve the Memorial Arena Ad Hoc Committee's Terms of References, as provided in Attachment #1, to be approved through by-law as an amendment to the Terms of Reference By-law (008-2019) to allow municipal staff to begin the recruitment process to fill the citizen membership positions to the Ad Hoc Committee.

Report Approval Details

Document Title:	<u>Memorial Arena Ad Hoc Committee Terms of Reference - Corporate Services-046-21.docx</u>
Attachments:	
Final Approval Date:	Mar 25, 2021

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

Brent Larmer, Municipal Clerk/manager of Legislative Services - Mar 25, 2021 - 11:46 AM

Tracey Vaughan, Chief Administrative Officer