



# THE CORPORATION OF THE TOWN OF COBOURG

## Memorial Arena – Ad Hoc Committee Terms of Reference

### 1.0 Authority

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes and the Municipal Council of the Town of Cobourg has deemed it advisable to establish an Ad-Hoc Committee to consider the future of the decommissioned Memorial Arena.

In accordance with the Town's Procedural By-law, the Ad-Hoc Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference.

Committee members must be guided by these Terms of Reference and the Code of Conduct for Members of Council and Local Boards.

### 2.0 Purpose, Mandate and Duties

The purpose of the Ad-Hoc Advisory Committee is to assist the Town of Cobourg in reimagining the Memorial Arena, which was decommissioned as an ice rink in 2019.

The Committee will provide Council with a shortlist of three to six options for the Memorial Arena that:

- meet the needs of the community,
- are financially and technically viable, and
- align with the Town of Cobourg's Strategic Plan.

To fulfill this mandate, the Ad-Hoc Committee will:

- Identify and consider the needs of the community;
- Consider the Memorial Arena Property Condition Assessment conducted by Pinchin Ltd in 2018;
- Review and tour the Memorial Arena building and site;
- Consider the site in relation to the present and potential use of the adjacent Jack Heenan Arena, other area development plans, and the Town's Zoning By-law and Official Plan;
- Consider successful examples of arena repurposing from other municipalities;
- Consider the Town of Cobourg's commitment to sustainability;
- Encourage and receive public submissions of ideas and suggestions for the site;
- Consider a range of opportunities which may include, but are not limited to:
  - Alternative recreational or cultural uses;
  - Community partnership opportunities;
  - The disposal or development of the site;
- Consider the financial feasibility of each option with input from the Town's Finance Department;
- Document the potential advantages and disadvantages of each shortlisted option;
- Consider other matters as referred to the Committee by Council.

### **3.0 Composition and Term of Appointments**

The Ad-Hoc Advisory Committee is comprised of a minimum of four (4) and a maximum of six (6) citizen appointments and at least one (1) Member of Council. The criteria for citizen appointment to the Ad-Hoc Advisory Committee includes:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- Good knowledge and understanding of local municipal assets and issues; and
- Good knowledge of the community and its social and economic drivers.
- Additionally, experience in the fields of architecture, engineering, recreation, culture, housing, facilities/asset/financial management or the environment would be an asset to the Committee.

Each voting member of the Ad-Hoc Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The Committee members must work together to fulfill the mandate of this Ad-Hoc Committee.

Members of the Ad-Hoc Committee are appointed for a 12-month term, expiring in May 2022 unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

### **4.0 Reporting Structure**

The Ad-Hoc Committee will provide advice and recommendations to the Municipal Council of the Town of Cobourg.

All Committee minutes, when approved, are to be sent to the Municipal Clerk for recordkeeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

### **5.0 Administration**

All meetings must be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

## **6.0 Resources**

### **Lead Department**

The Community Services Division will act as the lead Division for the Committee. Staff from other departments or divisions may attend meetings as required to provide expertise or report on various matters.

### **Secretarial Support**

The Community Services Division will provide secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of agendas and minutes.

### **Advisory Staff**

Municipal staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Ad-Hoc Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate such requests in consultation with the Committee Chair and Director/Deputy Director of Community Services.