



TO: GENERAL COMMITTEE

SUBJECT: TERMS OF REFERENCE FOR A SPORT EVENTS/FACILITIES ADVISORY COMMITTEE

WARD: ALL

PREPARED BY AND KEY CONTACT: W. COOKE, ACTING CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES, EXT. 4560

SUBMITTED BY: W. COOKE, ACTING CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES

GENERAL MANAGER APPROVAL: D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That a Sport Events/Facilities Advisory Committee be established and comprised of:
 - a) Councillor _____ for a term expiring on November 30, 2018;
 - b) Councillor _____ for a term expiring on November 30, 2018; and
 - c) Five (5) citizen members with background in sports and/or tourism to be appointed by City Council, for a term expiring on November 14, 2022, unless otherwise directed by the 2018 to 2022 City Council.
2. That Tourism Barrie be requested to provide a representative to participate as a non-voting member of the Committee.
3. That the Terms of Reference for the Sport Events/Facilities Advisory Committee attached as Appendix "A" to Staff Report LCS006-18, be adopted.
4. That staff in the Legislative and Court Services Department advertise for interested applicants for the citizen positions on the Committee.
5. That the funds authorized by motion 17-G-274 for the Potential Family Oriented Sports and Entertainment Facility Working Group be allocated to the Sport Events/Facilities Advisory Committee for costs associated with external consultants, feasibility studies and/or community consultation, as required.

PURPOSE & BACKGROUND

6. The purpose of this Staff Report is to recommend the composition for the Sport Events/Facilities Advisory Committee.

7. Staff Report LCS004-18 concerning a Terms of Reference for the Potential Family Oriented Sports and Entertainment Facility Working Group and the Sport Tourism Advisory Committee was considered by General Committee on February 5, 2018. General Committee referred Staff Report LCS004-18 back to staff in the Legislative and Court Services Department to prepare a revised Terms of Reference for a Recreation Facility/Sport Tourism Advisory Committee and report back to General Committee at its meeting scheduled for February 26, 2018.
8. During discussions, General Committee suggested that consideration of the Potential Family Oriented Sports and Entertainment Facility should be part of the mandate of the Sport Tourism Advisory Committee.

ANALYSIS

Terms of Reference – Sports Events/Facilities Committee

9. Advisory Committees are established by City Council to consider and provide recommendations for City Council's consideration on a specific matter, reporting through a Reference Committee and General Committee. Advisory Committees are typically comprised of a majority of citizens or representatives of community groups and organizations and one or two members of City Council. The business dealt with by each Advisory Committee must fall within the mandate of the Committee as established by City Council.
10. After consideration of the comments made by General Committee and feedback received from discussions with members of Council, staff are recommending that the name of the proposed Advisory Committee be the Sport Events/Facilities Advisory Committee as it is more reflective of the new mandate for the Committee.
11. The draft terms of reference for the Sport Events/Facilities Advisory Committee has been included as Appendix "A" to Staff Report LCS006-18. The draft terms of reference contains provisions that have been utilized for all formal Committees of Council, with the mandate, objectives, size and composition and reporting structure customized to the proposed Sport Events/Facilities Advisory Committee.
12. The proposed composition for the Sport Events/Facilities Advisory Committee is for two members of Council and five citizen representatives to be appointed by Council. The citizen representatives would be appointed for a term expiring in 2022 (unless directed otherwise by the 2018 to 2022 City Council). Each term, City Council determines whether it will continue, add or delete any discretionary advisory committees. As such, it is possible that the 2018 to 2022 City Council could decide that it does not wish to continue the Committee after December of 2018. Members of Council would only be appointed to the Committee until November 30, 2018.
13. It is recommended that the citizen representatives have a background in sports and/or tourism or are affiliated with sports organizations or groups. This would allow for a committee of a reasonable size given the challenges associated with achieving quorum with larger committees. It is recognized that the five citizens will not be sufficient to represent each sport individually, however, it would be necessary to have over twenty representatives, if each sport was to be represented. The intent is to ensure that the five citizens would have a broad background in sport and/or tourism and potentially be able to provide insights from multiple sports.

-
14. It is recommended that Tourism Barrie be requested to participate as liaison/stakeholder at the meetings in a non-voting capacity, similar to the role of City of Barrie staff. Tourism Barrie, along with the other stakeholders will be providing advice and guidance to the Committee related to the promotion of major sports events and tournaments within the community. Representatives from the Chamber of Commerce and the Barrie BIA may be invited depending on the nature of the events or tournaments.
 15. The mandate for the Sport Events/Facilities Advisory Committee, has been updated based on comments and feedback from members of Council, as follows:

To represent and provide advice on matters related to:
 - a) The consideration of proposals by sports organizations/groups for new competitive/elite facilities, as well as new major sports events and tournaments; and
 - b) The development of community partnerships with stakeholders such as Tourism Barrie, the Greater Barrie Chamber of Commerce, and the Barrie BIA related to the promotion of major sports events and tournaments within the community.
 16. The objectives of the Sport Events/Facilities Advisory Committee are to:
 - a) Assess proposals by sports organizations/groups for new competitive/elite facilities and new major sports events and tournaments;
 - b) Determine whether a proposal for a facility warrants further investigation through a feasibility study and/or a report from staff in consultation with the organization/group;
 - c) Assess community capacity to host competitive/elite sporting tournaments including partnerships with the business community, on a case by case basis; and
 - d) Encourage the promotion of major sports events and tournaments within the community, as well as to participants and visitors to the community.
 17. The draft Terms of Reference include a provision that would permit the Advisory Committee to establish a sub-committee(s) as required, to consider matters such as the proposed Family Oriented Sports and Entertainment Facility or any other proposal by a sports organization or group.
 18. The Council direction associated with the proposed Family Oriented Sports and Entertainment Facility related to the community consultation, feasibility study and establishment of a Working Group still needs to be addressed. Staff are recommending that this Committee or a Sub-Committee of the Sport Events/Facilities Advisory Committee review the timelines associated with the original direction of Council concerning the proposed Facility, as well as consider information provided by staff related to the proposed phasing of an associated work plan.

Resource Requirements - Staff

19. It is anticipated that the Advisory Committee would meet monthly initially and possibility reduce the meeting frequency, as it is anticipated that proposals for new facilities or major events would not occur on a monthly basis.

-
20. The Legislative and Court Services Department provides administrative support to Committees of Council. Administrative support involves booking of meeting rooms, consulting with the Chair of the Committee/staff lead to organize agenda/meeting details, communicating with Committee members (collecting potential agenda items, verifying quorum, scheduling/rescheduling of meetings), preparing and distributing the agenda, attending the meeting to record the proceedings, preparing the meeting report/recommendations for the reference committee, and maintaining a committee pending list or actions from the meeting.
 21. The amount of time spent by Legislative and Court Services Department staff associated with each of the current advisory committees is heavily influenced by level of engagement, participation and ability to achieve consensus among the members, any challenges with attendance/achieving quorum, whether there is a staff lead, frequency of meetings, volume of agenda items and the scope of the Committee mandate.
 22. Generally, a minimum of five hours of staff time is required per meeting for the Committee Secretary (approximately 1.5 hours in meeting preparations, 2 hours in meeting attendance and 1.5 hours preparing meeting report/reporting out). From information supplied by other municipalities, this time commitment is consistent with other communities' experiences with their equivalent committee. It is anticipated that overtime may be necessary based on the current staffing levels in the department and the upcoming 2018 Municipal Election preparations.
 23. Recreation Services staff indicated that an additional 35 hours per year to prepare for, attend meetings of the proposed Sport Events/Facilities Advisory Committee. Significant staff time and resources may be required to review proposals, depending on the content and complexity. Other departments such as Corporate Facilities may be required to review the proposal if they are facility related. Funding may be required should external consultants need to be retained to undertake a feasibility study.
 24. It is anticipated that resources from other departments/Committees may be called upon to address matters of interest to the Committee. At this point in time, these resource requirements are expected to be relatively minor.

Sports Councils

25. During the preparation of this Staff Report, staff were made aware of a different approach to a Sport Events/Facility Advisory Committee through the form of a Sports Council. There are several Sports Councils in the Province of Ontario that staff are aware of, including ones in Toronto, London and Ottawa.
26. Sports Councils are characteristically comprised of representatives of all sports organizations within a municipality, a municipal staff liaison, school board representatives, and post-secondary school representatives. They may not include representation from municipal council. Some Sports Councils also have working groups or sub-committees that may focus on different initiatives that would report up to the main Sports Council.
27. Sports Councils are generally not-for-profit organizations that receive funding through membership fees from the sports organizations or grants. They are able to access government grants that are not always available to municipalities, including funding from the Trillium Foundation. It appears from the Ottawa and London models that municipal start-up funding was provided to the Sports Councils. The City of Ottawa's Sport Tourism, has their own Executive Director, whereas London's Sports Council works in collaboration with London Sport Tourism.

-
28. It appears that Sports Councils do not generally report to Council or a Committee directly. Any recommendations and/or reports may be provided as correspondence to the municipality or through the department staff liaison as a staff report.
29. Sports Councils are typically initiated if there is an impetus in the community such as a bid for games (eg. Canada Summer Games). If there is no impetus, sports organizations do not tend to create a Sports Council on their own and the Sports Council may not be sustainable if a municipality tries to initiate one.

ENVIRONMENTAL MATTERS

30. There are no environmental matters related to the recommendation.

ALTERNATIVES

31. The following alternatives are available for consideration by General Committee:

Alternative #1

General Committee could alter/increase the proposed composition for the Sport Tourism Committee.

This option is available but not recommended. Expanding the membership could result in difficulties associated with reaching quorum and a consensus on items.

Alternative #2

General Committee could encourage the creation of a Sports Council.

This option is available. A Sports Council could be a conduit between the sports organizations, the municipality, Tourism Barrie and local businesses for a coordinated approach to the promotion of sports and sports opportunities within the community.

Alternative #3

General Committee could alter any of the specific matters identified within the Terms of Reference for the Sports Event/Facility Advisory Committee.

Although this alternative is available, the recommended Terms of Reference is in keeping with the Terms of Reference for other advisory committees.

Alternative #4

General Committee could recommend that proposals by sports organizations/groups for new competitive/ elite facilities, as well as new major sports events and tournaments be referred to staff or the Community Services Committee, rather than creating an Advisory Committee.

This option is available. Members of Council could forward any proposals by sports organizations/groups for new facilities or major events to staff on a case by case basis. Staff could then report back to Community Services and/or General Committee on the outcome of the review and any recommended actions.

FINANCIAL

32. There are no direct financial implications associated with the recommendations related to the establishment and proposed Sports Events/Facilities Advisory Committee. It is recommended that the funds authorized by motion 17-G-274 for the Potential Family Oriented Sports and Entertainment Facility Working Group be allocated to the Sport Events/Facilities Advisory Committee for costs associated with external consultants, feasibility studies and/or community consultation, as required. Community organizations/groups presenting proposals or stakeholders may add funding in order to assist with the conduct of any studies. Further funding may be requested by staff to undertake any reviews or studies recommended by the Committee, in response to proposals.

LINKAGE TO 2014-2018 STRATEGIC PLAN

33. The recommendation(s) included in this Staff Report support the following goals identified in the 2014-2018 City Council Strategic Plan:
- ☒ Inclusive Community
34. The Sports Events/Facility Advisory Committee will provide opportunities for community engagement concerning the promotion of local sports and sports events in the community.

APPENDIX "A"

Terms of Reference – Sport Events/Facilities Advisory Committee

1. Reporting Structure:

In accordance with the City's Procedural By-law, the Sport Events/Facilities Advisory Committee is an advisory Committee authorized by City Council. The Committee shall report to City Council through the Community Services Committee (or the appropriate Reference Committee determined by the 2018-2022 Council). Decisions of the Committee are not final until approved by City Council unless delegated authority is granted by Council.

2. Mandate

To represent and provide advice on matters related to:

- a) The consideration of proposals by sports organizations/groups for new competitive/elite facilities, as well as new major sports events and tournaments; and
- b) The development of community partnerships with stakeholders such as Tourism Barrie, the Greater Barrie Chamber of Commerce, and the Barrie BIA related to the promotion of major sports events and tournaments within the community.

3. Objectives

The objectives of the Sport Events/Facilities Advisory Committee is to:

- a) Assess proposals by sports organizations/groups for new competitive/elite facilities and new major sports events and tournaments;
- b) Determine whether a proposal for a facility warrants further investigation through a feasibility study and/or a report from staff in consultation with the organization/group;
- c) Assess community capacity to host competitive/elite sporting tournaments including partnerships with the business community, on a case by case basis; and
- d) Encourage the promotion of major sports events and tournaments within the community, as well as to participants and visitors to the community.

4. Composition

The Sport Events/Facilities Advisory Committee shall be comprised of the following members:

- Two members of City Council with terms expiring on November 30, 2018; and
- Five citizen representatives with background in sports and/or tourism to be appointed by City Council, for a term expiring on November 14, 2022, unless otherwise directed by the 2018 to 2022 City Council.

If a Committee member is unable to complete the term as set out in Section 5 below, a new Committee member will be appointed by City Council.

A representative of Tourism Barrie will be requested to participate on the Committee as a non-voting member.

The Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.

5. Term

The members of Council shall be appointed for a term that coincides with the Term of Council. The citizen members shall be appointed for a term that expires with the end of the 2022 Term of Council (November 14, 2022), unless otherwise provided by a resolution of City Council.

A member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee and Committee Recording Secretary.

A Committee member may be re-appointed by City Council for an additional term(s).

6. Frequency of Meetings

Committee meetings shall initially be scheduled once per month or may be scheduled at the call of the Chair. As the Committee shall be reviewing proposals from other organizations/groups, the Committee meetings may be scheduled less frequently, to coincide with the receipt of proposals.

All meetings shall be open to the public in accordance with the City of Barrie's Procedural By-law and the Municipal Act. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act.

7. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

8. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

9. Roles and Responsibilities of Members

Committee Members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach consensus on decisions before the Committee; and
- c) Adhere to these terms of reference, the City of Barrie's Procedural By-law, Procurement By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

10. Rules Governing the Proceedings of Committees

The business of advisory committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

11. Quorum

In accordance with the City of Barrie's Procedural By-law a quorum shall be a majority of the Committee Members.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Committee Secretary shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

12. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee Member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

13. Resources

Advisory Staff

Staff from Recreation Services shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role. The Committee may request the advice or participation (non-voting) of staff from other departments with a particular area of expertise.

Administrative Support Staff

A Committee Secretary is provided by the Legislative and Court Services Department for administrative support. The Committee Secretary works with the Committee Chair and/or the staff lead, to co-ordinate the agenda topics, proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and the general administrative coordination of meetings.

14. Sub-committees

The Advisory Committee may establish sub-committees to allow for consideration of any proposal by a sports organization or group. The sub-committee may consist of citizen volunteers who have indicated a specific interest in a specific project. Each sub-committee appoints its own Chairperson to coordinate the necessary activities. Up to two members of each sub-committee will serve on the Advisory Committee to ensure coordination and oversight. The sub-committees serve on an ad-hoc basis and work on a task-oriented basis. Meetings of each sub-committee are at the call of the Chair of the respective sub-committee.

15. Application of the Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.

16. Budget

The Committee is authorized to expend funds within its budget allocation, if a budget is approved by City Council, where such expenditure is in accordance with the City of Barrie's Procurement By-law. The Committee must authorize any expenditure through a majority vote and such approval of an expenditure and the name of the individual and/or company receiving payment shall be recorded in the minutes of the meeting.

The Committee at no time may exceed its annual budget without formal application to, and authorization by City Council. Neither the Committee nor any member thereof shall pledge the credit of the City in any matter whatsoever.

17. Other

Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.