

The Corporation of the City Of Kenora

By-Law Number 108 - 2012

A By-Law to Establish Terms of Reference for the City of Kenora Event Centre Committee

Whereas Section 11(1)5 of the Municipal Act, 2001, as amended, authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas the City of Kenora deems it necessary to establish an Event Centre Committee of Council in order to undertake a review and possible implementation of an event centre and to develop a Terms of Reference for this purpose;

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts as follows:

1. **That** Council of the Corporation of the City of Kenora hereby adopts the Terms of Reference for an Event Centre Committee as attached hereto as Schedule "A".
2. **That** this by-law shall come into force and be in effect from and after the final passing thereof.

By-law read a First and Second Time this 22 day of October, 2012

By-law read a Third and Final Time this 22 day of October, 2012

The Corporation of the City of Kenora:-

David S. Canfield, Mayor

Joanne L. McMillin, City Clerk

Schedule "A" **to By-law Number 108-2012**

Corporation of the City of Kenora **Terms of Reference** **Event Centre Committee**

Purpose:

To develop an implementation plan and investigate the feasibility of an events centre directly linked to the Kenora Recreation Centre. The name of the Committee shall be known as the "**Event Centre Committee**" hereafter referred to in this document as "the Committee".

Background:

At the September 17, 2012 Council meeting a motion was ratified – "**That** Council approves the establishment of an Event Centre Committee". Council appointed a special Committee of Council to determine the feasibility and prepare an implementation plan, based on a defined business plan, for an Event Centre as an addition to the Kenora Recreation Centre for the City of Kenora. This committee has been formalized via Council resolution.

Committee Membership Selection:

Those interested in applying to the committee should have an interest, experience and background in one or more of the following: Community Development, Building and Construction, Project Management, Fund Raising, Financial Planning, Marketing and Promotion.

Committee Membership:

A Committee shall be appointed by resolution of Council and shall consist of 7 members which shall include a member of Council:

- Members of Council (1) – Chair of Community Services (or alternate)

Advisors/Resources:

- Recreation Services Manager
- Professional planning personnel engaged by contract or directly hired by the City of Kenora
- Other city staff may be available to assist the Committee as needed. Requests must be made through the appropriate department manager for approval and allocation of time and resources.

Resources:

- City of Kenora Administrative Assistant for the purpose of record keeping and minute taking.

Term:

The term for all voting members appointed by City Council will be the period from December 2012 to the end of this term of council 2014.

Committee Chair:

The member of City Council will chair the initial meeting. At the first meeting of the committee, voting members shall elect a chair from within its membership to preside over all following meetings. In the Chair's absence the members of the Committee shall appoint an acting chairperson from among its members. The Chair will be responsible for the preparation of agendas and to preside over all meetings

Meetings:

Meetings of this Committee shall be held at a set date and time at least once a month at the Kenora Recreation Centre at the call of the Chairperson or unless as otherwise determined by the Committee. The proceedings of this Committee shall be regulated in accordance with the City of Kenora Procedural Bylaw No. 100-2007.

Quorum:

At any meetings of the Committee, the presence of a majority of the members is necessary for a quorum and the transaction of business.

If a quorum is not present within 20 minutes following the time at which the meeting was to commenced, the Chair shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Reporting/Release of Information:

The Committee shall submit to Council its recommendations and such reports as may be required from time to time, as well as minutes and resolutions from meetings through the Recreation Services Manager.

Committee reports, documents and other written materials will be the property of the City of Kenora and subject to the municipal policies governing public disclosure and the Municipal Freedom of Information Act.

A communication protocol assigns the responsibility and governing the release of information associated with the committee. Media enquiries and responding to the media will be the sole responsibility of the Chair or the Council representative if it pertains directly to the City. All media request involving the committee will be directed to the Chair or Council for comment.

Scope of the Event Centre Committee:

- To act as the steering committee in the development of a business plan for the an Event Centre addition to the Kenora Recreation Centre
- To assist in the preparation of information and documentation required for potential private sector partnership and funding from senior levels of government. Such documents may include estimated capital costs, business pro-formas and city sources for funding, role of sport and entertainment that is within the mandate of the City of Kenora, role of public-private partnerships, estimated operating cost review, functional program revenue, user requirements and commitments, owner requirements and tenant lease options.