



MEMORIAL ARENA TASK FORCE AGENDA

Monday, January 6, 2025

10:00 AM

Hybrid Meeting (Electronic Platform and In-Person in the Town Hall Menesetung Room)

If you wish to attend this hybrid meeting by audio or video conference, please contact Andrea Rowntree at arowntree@goderich.ca or 519-524-8344 Ext. 204

	Pages
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF	
3. APPROVAL OF AGENDA AND ADOPTION OF THE MINUTES	
3.1 Approval of the Agenda	
Moved by: _____	
Seconded by: _____	
That the Memorial Arena Task Force hereby accepts the January 6, 2025, Agenda, as presented.	
3.2 Adoption of the Minutes	3
Moved by: _____	
Seconded by: _____	
That the Memorial Arena Task Force hereby adopts the March 4, 2024, Minutes, as printed.	
4. DEPUTATIONS AND PRESENTATIONS	
5. CORRESPONDENCE RECEIVED FOR INFORMATION	
Moved by: _____	
Seconded by: _____	
That the correspondence be received for information.	
5.1 Monteith Brown Planning Consultants & Tucker-Reid and Associates re: Community Recreational Needs Assessment - Dated January 2022	7
6. UNFINISHED BUSINESS	
7. NEW AND GENERAL BUSINESS	
8. WORKPLAN	

- Decision of frequency and location of meetings

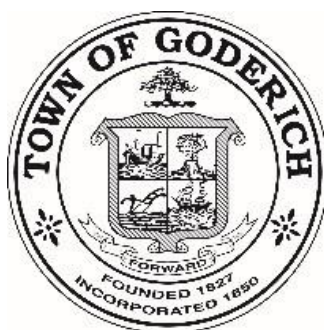
9. PRESS REPORTERS AND CITIZENS QUESTION AND ANSWER PERIOD

10. ADJOURNMENT

Moved by: _____

Seconded by: _____

That the Memorial Arena Task Force does now adjourn at ____ AM.



Memorial Arena Task Force Minutes

**Monday, March 4, 2024
2:00 PM**

Present	Trevor Bazinet, Mayor Liz Petrie, Councillor Leah Noel, Deputy Mayor Barron Purser, Citizen Appointment Michael Daley, Citizen Appointment Ruby Debrouwer, Citizen Appointment Darren Scholl, Citizen Appointment Alexandra Kasper, Citizen Appointment
Staff Present	Janice Hallahan, Chief Administrative Officer Sean Thomas, Director of Community Services, Infrastructure, and Operations Andrea Fisher, Director of Legislative Services/Clerk Deanna Hastie, Director of Corporate Services/Treasurer Andrea Rowntree, Administrative Assistant to the Chief Administrative Officer and Director of Legislative Services/Clerk
Others Present	Allison Segeren, Town of Goderich Councillor John Thompson, Town of Goderich Councillor

1. CALL TO ORDER

1.1 Appointment of Chair

Mayor Bazinet requests introductions from the Task Force. Following discussion;

Moved By: Member Noel

Seconded By: Member Scholl

That Trevor Bazinet be appointed as Chair of the Memorial Arena Task Force.

CARRIED

1.2 Appointment of Vice-Chair (Citizen Appointment)

Following discussion;

Moved By: Member Scholl

Seconded By: Member Daley

That Ruby DeBrouwer be appointed as Vice-Chair of the Memorial Arena Task Force.

CARRIED

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

3. APPROVAL OF AGENDA AND ADOPTION OF THE MINUTES

3.1 Approval of the Agenda

Moved By: Member Petrie

Seconded By: Member Noel

That the Memorial Arena Task Force hereby accepts the March 4, 2024, Agenda, as presented.

CARRIED

4. DEPUTATIONS AND PRESENTATIONS

5. CORRESPONDENCE

6. UNFINISHED BUSINESS

7. NEW AND GENERAL BUSINESS

7.1 Memorial Arena Task Force Orientation Package - Andrea Fisher, Director of Legislative Service/Clerk

7.1.1 Policies and Procedures

7.1.1.1 Form - Disclosure of Pecuniary Interest and the General Nature Thereof

7.1.1.2 Accountability and Transparency Policy

7.1.1.3 Social Media Policy

7.1.1.4 Procedural By-Law

7.1.1.5 Code of Conduct

7.1.1.6 Public Notice By-Law

7.1.1.7 Municipal Act

Website Link: [Municipal Act](#)

7.1.1.8 Municipal Freedom of Information and Protection of Privacy Act

Website Link: [Municipal Freedom of Information and Protection of Privacy Act](#)

7.1.1.9 Municipal Conflict of Interest Act

Website Link: [Municipal Conflict of Interest Act](#)

7.2 Terms of Reference

7.3 Memorial Arena Studies/Reports

7.3.1 2015 Ameresco Report

- 7.3.2 BM Ross and Associates Structural Inspection Report dated April 2019
- 7.3.3 Wood Pre-Demolition Designated Substances Survey, dated April 30, 2019
- 7.3.4 YMCA- Goderich Memorial Arena 15 year forecast as of January 2019
- 7.3.5 Memo from Larry J. McCabe, dated May 1, 2019, regarding Memorial Arena
- 7.3.6 Memo from the Senior Management Team, dated September 2, 2022, regarding Memorial Arena
- 7.3.7 2022 Survey results
- 7.3.8 Revenue and Expense Report

8. OBJECTIVES

- a. Engage an architect/engineering firm to work with Town staff to produce a concept plan with a business plan/cost analysis to transform Memorial Arena into a multi functional, community oriented facility providing a wide variety of uses, including recreational, leisure, cultural, and convention opportunities. The outcome of this process will be a costed out Preferred Option for Memorial Arena.
- b. Establish a Memorial Arena Task Force (co-chaired by a citizen member and a Member of Council, which includes members from community groups, citizens, and Town staff) with a mandate to facilitate public discussion and inform the Project Team throughout the process.
- c. In parallel to the above Memorial Arena Plan, complete a targeted facility/property review project to determine if existing municipally owned properties/facilities could be declared surplus and sold to generate revenues to support the Memorial Arena plan.
- d. Council makes decision on Memorial Arena Preferred Option. Initiate community communications strategy.

The Task Force schedules the next meeting for March 19, 2024, at 2 PM for a tour of the Memorial Arena.

9. PRESS REPORTERS AND CITIZENS QUESTION AND ANSWER PERIOD

Councillor Thompson and Councillor Segeren are present and offer brief comments.

10. ADJOURNMENT

Moved By: Member Purser
 Seconded By: Member Scholl

That the Memorial Arena Task Force does now adjourn at 2:55 PM to meet again at the next Regular Meeting scheduled for March 19, 2024, at 2 PM on location at the Memorial Arena.

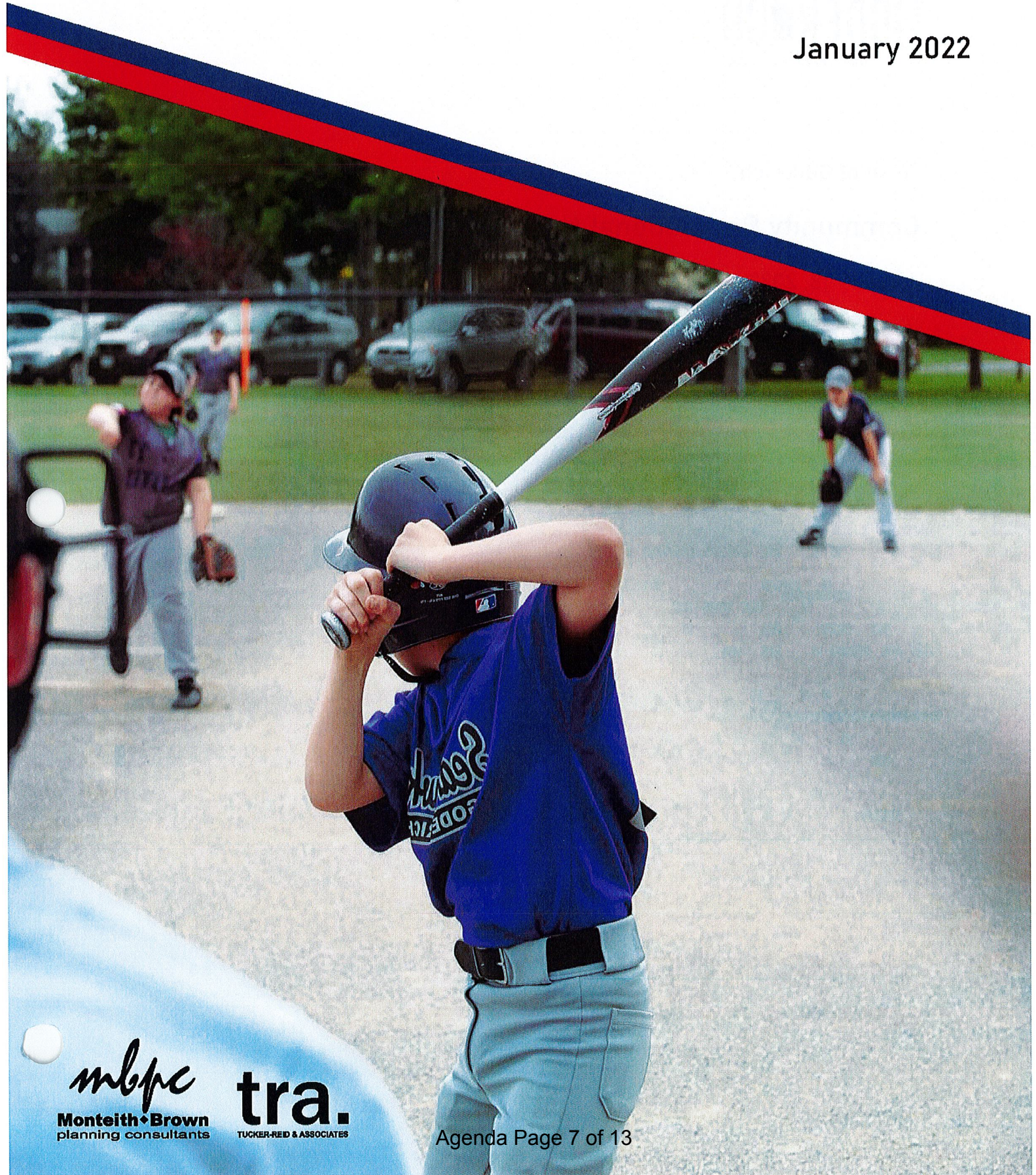
CARRIED

CHAIR, Trevor Bazinet

SECRETARY, Andrea Fisher

Community Recreational Needs Assessment

January 2022



Recommendations

Timing

Explore opportunities to create a dedicated youth centre or room within the Maitland Recreation Centre or as part of a future use for the Goderich Memorial Arena, as well as possible service adjustments intended to increase non-member youth accessibility to Goderich-Huron YMCA programming.

2022

Engage the Goderich-Huron YMCA to explore opportunities to increase the availability of gymnasium times dedicated to youth/teen programs at the Maitland Recreation Centre and/or local schools.

2022

Conduct an Accessibility Audit of the Mackay Centre for Seniors to investigate opportunities to improve barrier-free accessibility within the space.

2022

Determine the approximate penetration rate of each age cohort (i.e., pre-school, children, youth, adult, and older adult) in recreation and sport in Goderich, including within the Goderich-Huron YMCA's programs and memberships as well as through registrations of other sport and recreation providers. Address areas where there are lower rates of penetration.

2022 to 2031

Work with organizations supporting older adults, including but not limited to the Goderich-Huron YMCA and the Mackay Centre for Seniors, to ensure that there is a wide range of choice of activities, that older adults can be self-governing in their activities, and to implement the quality assurance criteria of the Active Aging model developed by Parks and Recreation Ontario.

2022 to 2031

Work with youth-serving organizations within the Town of Goderich to implement the criteria of Youth Friendly Communities through the Playworks Collective to enhance recreational opportunities for youth in Goderich.

2022 to 2031

Estimated Cost implications

Capital: To be determined

Operating: Staff Time to evaluate opportunities and engage with partners



MEMORIAL ARENA TASK FORCE

TERMS OF REFERENCE

Established by Council:	December 18, 2023
Regular Review Timeframe:	Every four (4) years by the Clerk
Date Task Force Ends:	Upon final report submission to Council

1. REPORTING STRUCTURE

While it is the legislative mandate of Goderich Town Council to make the final decision on all matters that affect the municipality, the role of the Task Force is to discuss and make recommendations regarding the most viable solution for the future of the Memorial Arena.

2. MANDATE

The Task Force's mandate is to:

- a) Present a final report with recommendations and a comprehensive plan on the future use of the Memorial Arena including the financial viability of the same.
- b) Consider a range of opportunities which may include, but are not limited to:
 - Alternative recreational or cultural uses.
 - Community partnership opportunities.
 - Disposal or redevelopment of the site
- c) Consider the following Memorial Arena studies/reports:
 - 2015 Ameresco Report
 - BM Ross and Associates Structural Inspection Report dated April 2019
 - Wood Pre-Demolition Designated Substances Survey, dated April 30, 2019
 - YMCA- Goderich Memorial Arena 15 year forecast as of January 2019
 - Memo from Larry J. McCabe, dated May 1, 2019, regarding Memorial Arena
 - Memo from the Senior Management Team, dated September 2, 2022, regarding Memorial Arena
 - 2022 Survey results
 - Revenue and Expense Report

- d) Facilitate public discussion and input throughout the process, as appropriate, and identify the needs of the community.
- e) Consider the site in relation to the present and potential use of the adjacent Bannister Park, other area development plans, and the Town of Goderich Zoning By-Law and Official Plan.
- f) If applicable, engage an architect/engineering firm to produce a concept plan with a business plan/cost-analysis on the viability of transforming the Memorial Arena into a multi-functional, community-oriented facility providing a wide variety of uses, including recreational, leisure, cultural, and convention opportunities. The outcome of this process would be a costed-out preferred option for Memorial Arena.

3. **OBJECTIVES**

The objective of the Task Force is to recommend to Council the future use of the Goderich Memorial Arena and the financial viability of the same.

4. **TERM OF APPOINTMENT**

The Term for Task Force members shall be to completion of a final report with recommendations to Council.

A member may resign from the Task Force at any time by advising of their intention in writing to the Chair of the Task Force, and to the Clerk.

A Task Force member may be re-appointed by Town Council to fill a vacancy.

5. **QUALIFICATION**

Members shall be chosen for their special expertise, experience, dedication, and commitment to the mandate of the Task Force.

6. **COMPOSITION OF MEMBERS**

The Task Force shall be composed as follows:

Town of Goderich Mayor
 Town of Goderich Councillor
 Town of Goderich Councillor
 Six (6) Members of the Public appointed by Council
 Chief Administrative Officer
 Director of Corporate Services/Treasurer
 Director of Community Services, Infrastructure and Operations
 Director of Legislative Services/Clerk

If a Task Force member is unable to complete the term as set in Section 4 above, a new Task Force member will be selected by Town Council.

The Task Force members shall serve without remuneration.

7. ADVISORY STAFF

From time to time, the Task Force may request the advice or participation of individuals or organizations with a particular area of expertise.

8. QUORUM

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the scheduled meeting time.

The issuance of an Agenda for a meeting of the Task Force will be considered as notice of that meeting.

9. FREQUENCY AND LOCATION OF MEETINGS

The Task Force will meet on an as-needed basis, to be determined or at the Call of the Chair, at a date and time to be determined at the first meeting of the Memorial Arena Task Force. Meetings will be held in hybrid format, both in person in the Menesetung Room, Town Hall, and via an electronic platform. The Length of meetings shall be no more than one hour and a half.

Any member of the Task Force who misses three consecutive meetings, without being excused by the Task Force, may be removed from the Task Force and Council shall advertise for the vacant position.

All meetings shall be open to the public (in accordance with the Town of Goderich's Procedural By-Law and the Municipal Act). A meeting of the Task Force may only be closed to the public if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The Task Force shall maintain a record of the Closed meeting and provide it to the Town Clerk.

10. AGENDAS AND MINUTES

The agenda shall be prepared by the Administrative Assistant to the CAO and Director of Legislative Services/Clerk with the assistance of the Clerk. The Clerk's office will post the agenda on the Town's website.

Minutes of all meetings of the Task Force shall be provided to members. The Clerk's office will electronically circulate the meeting minutes to all members of Council in the next Council Agenda package for their information and post the meeting minutes on the Town's website.

11. SELECTION OF THE CHAIR AND VICE-CHAIR

The Chair and Vice-Chair shall be selected by the Task Force at the inaugural meeting. The Vice-Chair shall be a citizen appointment.

12. ROLE OF THE CHAIR

The role of the Chair is to:

- a) Communicate via email or meet with the Task Force Secretary to prepare the upcoming agenda.
- b) Preside at the meetings of the Task Force per the Town's Procedural By-Law, and to keep discussion on topic.
- c) Provide leadership to the Task Force to ensure that its activities remain focused on its mandate.
- d) Recognize each member's contribution to the Task Force's work.

In the absence of the Chair, the Vice-Chair will act for the Chair as necessary.

13. ROLE OF THE SECRETARY

The role of Secretary is to confirm the meeting date and location with the Clerk's Office, shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Task Force, prepare the agenda, take the minutes, and provide a copy of the minutes to the Town Clerk's office and all Task Force members.

14. ROLE OF TASK FORCE MEMBERS

The role of a Task Force member is to:

- a) Ensure that the mandate of the Task Force is being fulfilled.
- b) Provide the Chair with agenda items.
- c) Task Force Members must comply with the:
 - Town of Goderich's Code of Conduct.
 - Town of Goderich's Accountability and Transparency Policy.
 - Town of Goderich's Procedural By-Law.
 - Town of Goderich's social media Policy.
 - Other applicable Town by-laws and policies.
 - Municipal Act.
 - Municipal Freedom of Information and Protection of Privacy Act.
 - Municipal Conflict of Interest Act.
- d) Notify the Task Force Secretary within 24 hours of the Task Force meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member, nor the Task Force as a whole, has the authority to make direct representations of the Town to Federal and Provincial Governments or the media.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary. This person will absent him/herself for the duration of the discussion at that meeting or subsequent meeting, as well as any voting (if any) with respect to that matter.

The Task Force does not have any delegated authority, it is to serve as an exploration and research Task Force only. Recommendations requiring implementation, expenditures, reports, or staff actions must

first be considered by staff and/or Council. Council may cause the Task Force to review and report on matters pertaining to the Task Force's purpose.

15. INSURANCE

The Town of Goderich's General Liability Policy and Errors and Omissions Liability Policy will extend to the Task Force and its members provided that the Task Force is under the control of, answerable to, or the responsibility of the Town of Goderich and Council. The applicable insurance policies extend to Task Force members while in the performance of his/her duties and to those activities authorized by the Town of Goderich and Council. Members must adhere to the policies and procedures of the Town of Goderich and Council, including these Terms of Reference.

Task Force members are not entitled to any benefits normally provided by the Town of Goderich, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB) and are responsible for their own medical, disability or health insurance coverage.

16. EXPULSION OF MEMBER

The Task Force may recommend to Council the expulsion of a member or Council may remove a member. The reasons may be, but are not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act, disrupting the work of the Task Force or other legal issues.

17. TERMS OF REFERENCE

Council may, at its discretion, change the Terms of Reference for this Task Force at any time. Any changes to these Terms of Reference by the Task Force shall be recommended to Council via the Clerk through a report to Council.

The Task Force may be dissolved at any time by a resolution of Council.