



CITY OF KINGSTON
REPORT TO MULTIPLEX COMMUNITY CENTRE
PROJECT STEERING COMMITTEE

Report No.: MP - 003

TO: Bert Meunier, Chief Administrative Officer

FROM: Lance Thurston, Commissioner, Department of Community Services

PREPARED BY: Mark Fluhrer, Manager, Policy & Support Services, Department of
Community Services
Lance Thurston, Commissioner

DATE OF MEETING: December 6, 2004

SUBJECT: Establishing Advisory Groups

RECOMMENDATION TO COMMITTEE:

1. **That** the Multiplex Community Centre Project Steering Committee recommends to Council the approval of the terms of reference for the Community Advisory Group and Technical Advisory Group as outlined in Appendix 'A' and Appendix 'B' to this report; and,
2. **That** the Multiplex Community Centre Project Steering Committee recommends to Council the approval of the member selection process for the advisory groups as follows:
 - Staff will contact user groups and known interested parties in writing to seek nominations to the Community Advisory Group.
 - An ad will be placed in the local daily newspaper seeking names of those wishing to be considered for appointment to the Community Advisory Group. At least two positions on the Advisory Group will be earmarked for members of the public not directly associated with any of the user groups noted above.
 - The Steering Committee will review all submissions and make appointment recommendations to Council.

ORIGIN/PURPOSE:

The Multiplex Community Centre Project Steering Committee met on November 22, 2004. At that meeting it approved in principle the initial Project Plan dated November 17, 2004. The project has been laid out in four (4) phases. The first phase is titled 'Administration', which includes as one of the tasks the establishment of a community advisory group and a staff or technical advisory group.

This report recommends terms of reference for the Community Advisory Group and the Technical Advisory Group as outlined in Appendices 'A' and 'B', along with a process for selecting members to the respective groups.

OPTIONS/DISCUSSION:

Providing ample and appropriately structured opportunities for the general public and community groups to be engaged in the planning and development of this multiplex community centre project is a key success factor that has been recognized by Council. The multiplex facility, in whatever form it takes, is being developed to serve the needs of the community and the many groups that ultimately will use this facility. Ensuring proper public participation and opportunities for groups to have a say in all aspects of the project as it proceeds through the various stages of development is, therefore, critically important.

As part of the communications strategy being developed for this project, every effort is being made to ensure that all residents, community groups, and other interested parties have the opportunity to be well connected to the process. We are striving to provide those who are interested in the project opportunities to express and share their viewpoints on the many issues that will arise and for which decisions will have to be made by Council. Every effort will also be made to share full information in a timely manner with all interested parties.

In addition to this general communications effort, Council has asked that two special advisory forums be created in an effort to facilitate ongoing communications with the community and to ensure that the Steering Committee has the best information available to make sound recommendations to Council on all facets of the project.

Community Advisory Group

There are many different ways in which community interests can be engaged in a project of this nature. Council has chosen to create a Community Advisory Group that will be composed of representatives from the various community and municipal facility user groups and other interested parties. This group will have two key functions:

1. To provide input and advice to the Steering Committee from the users' perspectives on all aspects of the project – from location, finance and design to operational considerations; and,
2. To communicate information about the process back to the respective communities of interest represented on the advisory group.

To be effective the Community Advisory Group must be generally representative of the various user groups that rely on municipal facilities and the interests of the general public. At the same time, the group must be a reasonable size to ensure it is functional and not unwieldy. It therefore needs to be somewhat structured in its processes to ensure timely information flow and efficiency of operation, yet not so bureaucratic as to stymie creativity and open dialogue.

Establishing and operating such a group is more of an art form than it is a science and the success of the group and the value of its contribution to the process will be dependent upon the commitment of all participants to cooperation and collaboration. With that in mind, staff is recommending some basic rules of procedure to keep the group functioning effectively and terms of reference that are general in nature and flexible enough to allow the group dynamic to evolve as may be required by the Steering Committee.

To ensure proper liaison between the advisory group and the Steering Committee it is being recommended that a member of the Steering Committee serve as the chair of the advisory group. It is suggested that membership on the community advisory may well be allowed to vary over time to most effectively represent the interests of the community and serve the needs of the Steering Committee. A

core membership could be augmented with other members depending on the issues being considered at any given time.

Selection Process for the Community Advisory Group

In consultation with Council Support staff, it is recommended that a combination of recruitment processes be implemented to select members for the Community Advisory Group (CAG). The recommended process is outlined below:

1. Staff will contact user groups and known interested parties in writing to seek nominations to the Community Advisory Group.
2. An ad will be placed in the daily newspaper seeking the names of those wishing to be considered for appointment to the advisory group. At least two positions on the advisory group should be earmarked for members of the public not directly associated with any of the user groups.
3. The Steering Committee will review all submissions and make appointment recommendations to Council.

Technical Advisory Group

The Technical Advisory Group will be composed of City staff. The principal function of this advisory group will be to provide the Steering Committee with relevant data, technical information and professional opinion on various aspects of the project as required by the Committee. It is being suggested that consideration be given to having one member of the Steering Committee sit on the Technical Advisory group to provide continuity with the Steering Committee. It is also suggested that each City department and Utilities Kingston appoint a representative to the group. There is also merit in having a representative of the CAO's office on the working group. Additional divisional and external expertise can be added to the group as may be required from time to time to address specific issues or concerns. To best coordinate the working of the group it is further suggested that the group be chaired by the project manager.

The project manager will engage the Technical Advisory group in an initial orientation meeting early in January of 2005, at which initial information will be shared with the group, and initial comments and feedback can be reported back to the Steering Committee if warranted.

EXISTING POLICY/BY-LAW:

N/A

LINK TO STRATEGIC PLAN:

Culture is one of the eight strategic priorities selected by Council from the community strategic plan to receive attention over the next few years. This project is one of the top three capital projects selected by Council for attention over the next three years.

FINANCIAL CONSIDERATIONS:

\$25,000 has been approved as part of the 2005 Community Services Capital Budget to initiate this initiative. If additional funds are required to undertake additional work on behalf of the Steering Committee, a formal request will be made to Council accordingly.

CONTACTS:

Mark Fluhrer, Manager, Policy & Support Services 546-4291, ext. 1342

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Consulted: Corporate Services, Council Support

Affected: Cultural Services Division; Don Gedge, Director LVEC; Strategic Initiatives & Corporate Communications; C.A.O.'s Office; Utilities Kingston; Planning and Development Department; Operations Department, Corporate Services Department.

NOTICE PROVISIONS:

N/A

APPENDICES:

Appendix 'A' - Terms of Reference Community Advisory Group

Appendix 'B' – Terms of Reference Technical Advisory Group

Lance Thurston, Commissioner
Department of Community Services

Bert Meunier
Chief Administrative Officer

APPENDIX “A”

Terms of Reference Multiplex Community Centre Project

Community Advisory Group

- Composition:** 10-12 members of community facility user groups
2 members of general public not affiliated with any of the above groups
1 member of Multiplex Community Centre Steering Committee, who will serve as chair.
- Reporting To:** Multiplex Community Centre Steering Committee
- Term Ends:** Upon completion of the multiplex community centre or at such time as recommended to Council by the Steering Committee
- Staff Advisor:** Mark Fluhrer, Project Manager, Office of the Commissioner, Department of Community Services
- Clerical Support:** Office of the Commissioner, Department of Community Services
- Mandate:**
1. To consider, report and provide advice on community and user-based issues related to the work plan for the programming, service delivery, special events, planning, site selection, design and construction of a community centre. The centre may include multiple ice pads, ancillary community space and possibly other complementary uses, either now or in the future, as may be determined by Council and as outlined in general terms in the Arena Capacity Study Report prepared by dma Consulting and dated January 2004.
 2. Act as liaison between the various community groups, interested parties and city departments for the purposes of advising and communicating on matters as outlined above to the Multiplex Community Centre Project Steering Committee.

APPENDIX “B”
Terms of Reference
Multiplex Community Centre Project
Technical Advisory Group

- Composition:** 4 City department representatives, one from each department
1 representative from the CAO’s Office
1 representative from Corporate Communications Office
1 representative from Utilities Kingston
1 member of Multiplex Community Centre Steering Committee
1 project manager, who shall serve as Chair
- Reporting To:** Multiplex Community Centre Steering Committee
- Term Ends:** Upon completion of the multiplex community centre project, or at such time as recommended to Council by the Steering Committee
- Clerical Support:** Office of the Commissioner, Department of Community Services
- Mandate:**
1. To consider, research, report and provide advice to the Steering Committee on issues related to the work plan for the programming, service delivery, special events, planning, site selection, design and construction of a multiplex community centre. The centre may include multiple ice pads, ancillary community space and possibly other complementary uses, either now or in the future, as may be determined by Council and as outlined in general terms in the Arena Capacity Study Report prepared by dmA Consulting and dated January 2004.
 2. Serve as an information sharing forum and act as a liaison between city departments, Utilities Kingston and other groups and technical agencies whose involvement in the multiplex community centre project may be required.