

# Recreation Facility and Programming Master Plan Implementation Advisory Committee

## Minutes

**Tuesday, August 18, 2015**

St. Catharines Kiwanis Aquatics Centre -  
Irene Locke Program Room at 5:00 PM

### **Committee Members:**

Dave Gerow, Mike Deinhart, Rick Nesbitt, Marty Mako, Jim Richardson

### **Regrets:**

Tracy Cotton, Susan Garbutt

### **Staff:**

David Oakes, Kristen Sullivan, Jessica Thomson, Amy Tomaino

### **Guests:**

Councillor Sandie Bellows, Councillor Mike Britton, Councillor Bill Phillips, Councillor Sal Sorrento

1. **Call meeting to order (K. Sullivan)**  
5:02 PM
2. **Additions/Deletions to the Agenda**  
Item 4.4 amended to Election of Chair and Vice Chair.
3. **Motion to approve the agenda as amended.**  
Motion approved.
4. **Business**

#### **4.1 Recreation Facility and Programming Master Plan (Recreation Master Plan)**

##### **a) Presentation by staff**

A. Tomaino provided an orientation presentation on the Master Plan, including information on the plan's purpose, development process, recommendations, and implementation (role of staff, role of committee, tools available within the plan).

- b) Questions from committee

None

## 4.2 Committee Orientation

- a) General committee orientation

K. Sullivan provided an overview of the Handbook for Advisory Committees and expectations of committee members. Agendas will be circulated at least five days before a meeting and agenda items must be submitted to staff at least 10 days before a meeting. Meetings are open to the public and the Mayor and Councillors are ex-officio committee members.

Handbook for Advisory Committees

<https://www.stcatharines.ca/en/governin/Associations-Boards-and-Commissions.asp>

- b) Terms of reference

Discussion on role of the committee in providing advice to Council and staff, the potential to involve the public during the committee's research and decision making, and quorum.

- c) Relationship to social sustainability pillar committee

This committee is overseen by the social sustainability committee. The Chair of this committee will attend social sustainability committee meetings and this committee is expected to prepare a report to the social sustainability committee by May 1 of each year.

## 4.3 Schedule of Meetings

The committee will meet as required to address direction from Council. Staff may also initiate meetings and committee members can request a meeting. Meetings will only be scheduled when there are items for an agenda.

**Motion:** That staff try to schedule committee meetings at a recreation facility, such as the St. Catharines Kiwanis Aquatics Centre.

**Motion approved.**

**Motion:** That, whenever possible, meetings be scheduled on the third Tuesday of the month.

**Motion approved.**

#### **4.4 Election of Chair**

**Motion:** That D. Gerow be elected as committee Chair.

**Motion approved by ballot.**

**Motion:** That M. Mako be elected as committee Vice Chair.

**Motion approved.**

#### **5. Date of next meeting**

Tuesday, September 15, 2015 – 5:00 PM pending agenda items. Location TBD.

Committee members are to send questions/comments for the formal Q&A document to J. Thomson.

#### **6. Motion to Adjourn**

Motion to adjourn at 6:15 PM. Motion approved.