

Larry Grossman Forest Hill Memorial Arena Board of Management Governance Matters: Board Composition, Procedures By-Law, and Updates to Relationship Framework

Date: September 15, 2023

To: Executive Committee

From: City Manager

Wards: All

SUMMARY

At its September 2023 meeting, the Larry Grossman Forest Hill Memorial Arena (LGFHMA) Board of Management adopted a Procedures By-Law governing Board meetings, which now requires approval by City Council. The Board also requested that City Council increase the Board's composition to include an additional public member from the Forest Hill Figure Skating Club.

This report also recommends that City Council authorize the City Manager to make periodic housekeeping amendments, as necessary, to the Relationship Framework, such as changes to the titles of City Officials or Divisions.

RECOMMENDATIONS

The City Manager recommends that:

1. City Council approve the procedures by-law to govern the proceedings of the Board of Management of the Larry Grossman Forest Hill Memorial Arena in Attachment 1 of this report.
2. City Council increase the number of public members on the Larry Grossman Forest Hill Memorial Arena Board of Management to eight and approve the amendment of Schedule 2 of the Relationship Framework for Boards of Management of Arenas to reflect that increase as follows:

Schedule 2 - Larry Grossman Forest Hill Memorial Arena (340 Chaplin Crescent)
B) Members of the Arena Board

Subject to the City of Toronto Municipal Code, the Larry Grossman Forest Hill Memorial Arena Board shall be composed as follows:

- 1) Total number of full members: nine (9)
- 2) Composition:
 - a) Councillor for Ward 8
 - b) 8 public members, including:
 - i) one member nominated by the Forest Hill Hockey Association, as long as they remain a primary tenant in the premises; and
 - ii) one member nominated by the Forest Hill Skating Club, as long as they remain a primary tenant in the premises.*
 - c) one non-voting staff member from the Parks, Forestry and Recreation Division.

* Primary Tenant for the purposes of this Schedule means an interest group that rents the highest or second-highest ice time hours at the arena.

3. City Council authorize the City Manager to make housekeeping updates to the Relationship Framework for Boards of Management of Arenas as required.

FINANCIAL IMPACT

There are no financial implications from the adoption of the recommendations in this report. The interim Chief Financial Officer & Treasurer has reviewed this report and agrees with the information as presented in the Financial Impact Section.

DECISION HISTORY

On September 6, 2023, the Larry Grossman Forest Hill Arena Board approved the Procedures By-law in Attachment 1 to this report, and requested the by-law be forwarded to Council for approval. The meeting minutes of the Board are contained in Attachment 2 of this report.

On September 6, 2023, the Larry Grossman Forest Hill Arena Board approved its motion to request that City Council amend the Board's composition to include one additional public member nominated by the Forest Hill Figure Skating Club (refer to Attachment 2).

At its meeting of April 12, 2011, in consideration of EX4.6: Managing Through Agencies and Corporations, City Council adopted a recommendation that it approve the board by-laws of all agencies that regulate the internal conduct of the business and affairs of the agency.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2011.EX4.6>

At its meeting of September 26 and 27, 2006, City Council adopted Item 2007 EX11.15, titled Relationship Framework for City Board-Operated Arenas, and approved the Relationship Framework for the City of Toronto and the Boards of Management of the

Arenas, setting out their relationship with and accountability to City Council, governance structures, specific delegations of authority to the Boards, applicable policies and legislation, and reporting requirements. The Relationship Framework is provided here: <https://www.toronto.ca/wp-content/uploads/2017/08/8cf8-spc-arenas.pdf>

COMMENTS

Arena Boards of Management (Arena Boards) were established between the 1950s to 1970s by the former Toronto City Council and the former Borough of East York Council as a means to engage local communities in decision-making for managing these facilities. The City of Toronto has the following eight arenas that are operated by volunteer Arena Boards:

- George Bell Arena
- Forest Hill Memorial Arena
- Leaside Memorial Community Gardens
- McCormick Playground Arena
- Moss Park Arena
- North Toronto Memorial Arena
- Ted Reeve Community Arena
- William H. Bolton Arena

Arena Boards are continued as City boards under the City of Toronto Act, 2006 (COTA), and Toronto City Council has broad authority to establish and change local boards under the Act. A Council-approved [Relationship Framework for the Boards of Management for Arenas](#) (Relationship Framework) further defines the relationship between the City and the Arena Boards, outlines their Financial Controls and Governance, and sets out Council's delegation of authority, expectations and requirements.

In accordance with Section 4.1.7 of the Relationship Framework, the Larry Grossman Forest Hill Arena Board is seeking Council approval to amend the composition of the Larry Grossman Forest Hill Arena Board of Management by increasing the number of public members from seven to eight residents where the additional public member may be nominated by the Forest Hill Figure Skating Club, as long as they remain a primary tenant in the premises.

Larry Grossman Forest Hill Memorial Arena

Board Composition

The current composition of the Larry Grossman Forest Hill Arena Board (LGFHMA Board) is as follows:

- Councillor for Ward 8
- 7 public members, one of whom may be nominated by the Forest Hill Hockey Association
- 1 non-voting staff member from the Parks, Forestry and Recreation Division

Council Procedures in Chapter 27 of the Toronto Municipal Code and section 4.1.1 of the Relationship Framework enable City Council to appoint members of an Arena Board. Section 4.1.7 of the Relationship Framework allows an Arena Board to make a request to Council to change the number of board members and specify the interest groups that may nominate candidates.

At its meeting on September 6, 2023, the LGFHMA Board approved a motion to request that Council amend the Board's composition by adding one additional public member nominated by the Forest Hill Figure Skating Club (Attachment 2).

The LGFHMA Board proposes that the Forest Hill Figure Skating Club and Forest Hill Hockey Association be able to nominate members as long as they are primary tenants of the arena. "Primary tenants" is proposed to mean an interest group that rents the highest or second-highest ice time hours at the arena.

Procedures By-Law

Under subsection 189(2) of COTA, boards of City agencies are required to adopt a procedures by-law for governing the calling, place and proceedings of meetings. A procedures by-law establishes rules for how a board will conduct its business, including how the board will govern itself, the roles and responsibilities of board members, and open meeting requirements and decision-making requirements. City Council approval of the procedures by-law is required.

At its meeting of September 6, 2023, the LGFHMA Board approved its Procedures By-Law found in Attachment 1 of this report, and requested it be forwarded to City Council for approval.

Prior to Board's approval of the by-law, the LGFHMA Board had been using procedures based on relevant sections of the Relationship Framework in line with the City's Code of Conduct. LGFHMA Board members have worked in consultation with City staff in the City Manager's Office, Legal Services and the City Clerk's Office to codify its meeting procedures into a by-law based on the Board's existing practices, procedures of other City Arena Boards and Agencies, and Council Procedures in Chapter 27 of the Toronto Municipal Code.

Key elements of the Arena Board's Procedures By-law include:

- Establishing roles and responsibilities of Board Officers, including the Chair and Vice-Chair, in managing meetings, debates, and order and decorum.
- Governance requirements, including quorum, the submission and consideration of agenda.
- Electronic participation.

Council approval of these requests by the Board may require updates to the current Relationship Framework. Staff in the City Manager's Office will update the Relationship Framework to incorporate the above provisions and will complete any housekeeping updates (e.g. formatting, title changes) once approved by Council.

CONTACT

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SIGNATURE

Paul Johnson
City Manager

ATTACHMENTS

Attachment 1: Larry Grossman Forest Hill Memorial Arena Board Procedure By-law
Attachment 2: Larry Grossman Forest Hill Memorial Arena Board Meeting Minutes, September 6, 2023