

## APPOINTMENTS TO MULTI-SPORT GAMES

## ADVISORY COMMITTEE

An invitation is extended to citizens of Thunder Bay to submit their name for appointment to serve on the Multi-Sport Games Advisory Committee. The Recreation & Culture Division is seeking volunteers to fill the following positions on the Committee:

**Applicant Eligibility:**

* must be a resident of the Municipality of Thunder Bay
* over the age of 18 years

**Submission of Applications:**

Application forms and Committee Terms of Reference are available at www.thunderbay.ca/gamesadvisory.

**Deadline to apply in writing is August 19, 2024 to:**

# Recreation & Culture Division

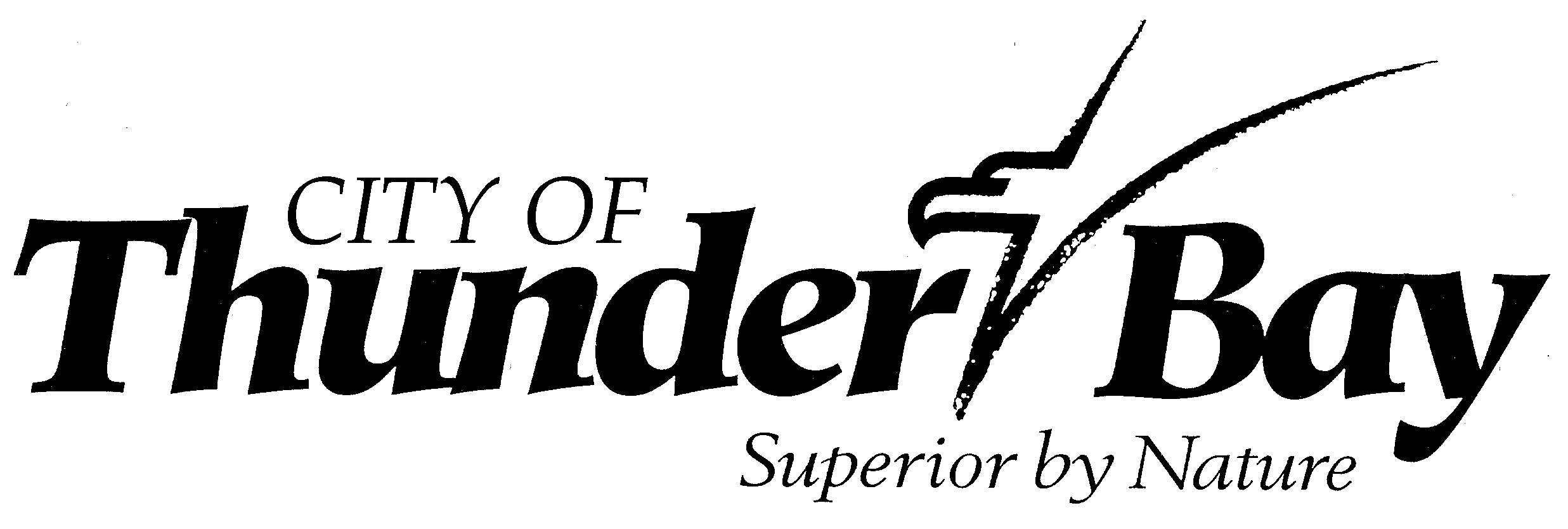
Pool 6 Administration Building  
 2445 Sleeping Giant Parkway

Thunder Bay, ON P7A 0E7

*ATTENTION: Sport & Community Development Supervisor*

E-mail: paul.burke@thunderbay.ca

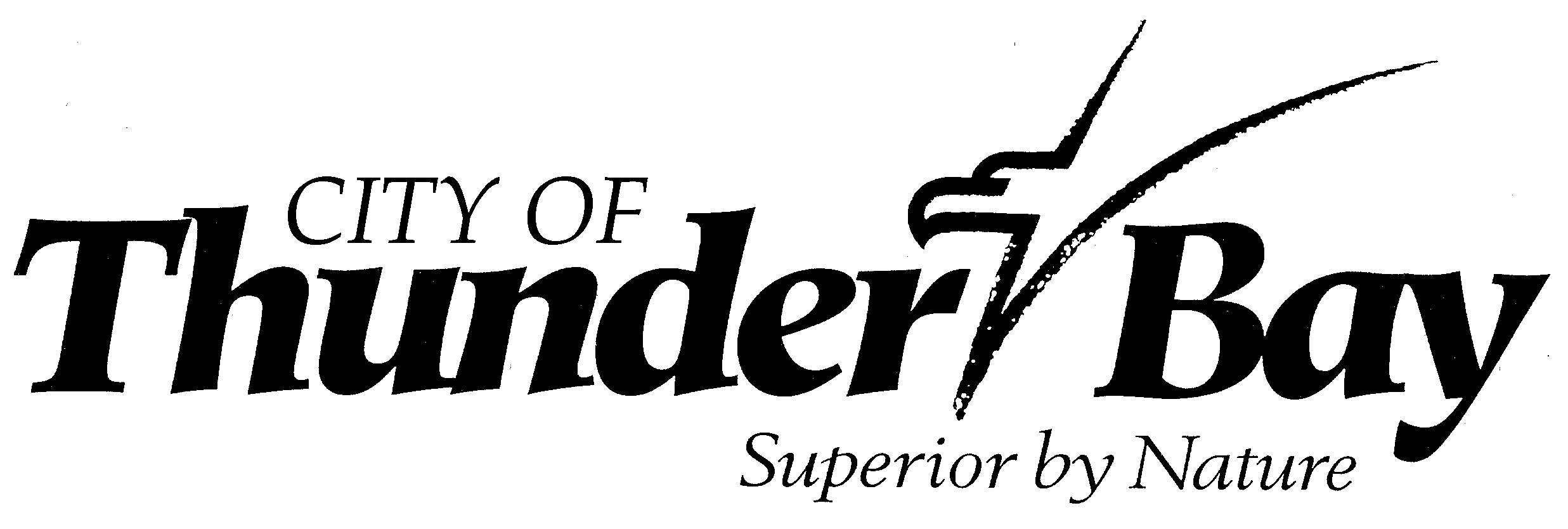
For further information, call **807-625-2305** or visit **www.thunderbay.ca/eventservices**



**MULTI-SPORT GAMES ADVISORY COMMITTEE**

**APPLICATION FORM**

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| **Please complete the following application and submit to:** | | |
| **Recreation & Culture Division**  **City of Thunder Bay**  **2445 Sleeping Giant Parkway**  **Thunder Bay, ON P7A 0E7** | **Telephone: 807-625-2305**  **E-mail: paul.burke@thunderbay.ca** | |
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| **REQUIREMENTS – Applicants must be (please check):** | | |
| 18 Years of Age or Older □  Resident of the City of Thunder Bay □ | | |
| **EXPERIENCE WITH: (check all that apply)**  **□ Bidding for and/or Organizing Multi-Sport Games** | | **Organizing: □ Single Sport(s) Events  □ Sport Events for People with Disabilities □ High School Sport Events □ Indigenous Sport Events**  **□ Sport Events for Older Adults** |
| **PERSONAL DATA (please print):** | | |
| **Name:** | | |
| **Address: Postal Code:** | | |
| **Telephone:**  **(Res): (Bus): Email:** | | |
| **WHY WOULD YOU LIKE TO SERVE ON THE MULTI-SPORT GAMES ADVISORY COMMITTEE?** | | |
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| **EXPERIENCE:** | | |
| Please tell us about your experience bidding for and/or hosting major sport events. If you wish, attach a current resume to help demonstrate your skills and abilities gained through work, community service, education and/or other volunteer activities. | | |
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| **REFERENCES:** | | |
| By applying your signature to this application, you authorize the Municipality to contact the following persons or organizations and authorize them to disclose to the Municipality any required information. | | |
| **Name/Please State Association With Person:** | **Telephone:** | |
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| **Applicant’s Signature:** | | |
| **Date:** |  | |
| *Personal information on this form is collected under the authority of the Municipal Act and will be used to maintain a record of applicants for appointment to the Multi-Sport Games Advisory Committee. Names, addresses, contact telephone numbers of successful applicants are collected for the purpose of creating a public record that is available to the general public. Questions about this collection should be directed to the* ***Sport & Community Development Supervisor, Recreation & Culture Division, 2445 Sleeping Giant Parkway, Thunder Bay, ON P7A 0E7*** | | |



**MULTI-SPORTS GAMES ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

**Multi-Sport Games Advisory Committee**

**Overview**

# Background

In December 2008 City of Thunder Bay City Council adopted a Sports Tourism Events & Activities Policy. The Policy outlines a series of strategies to bring sports events to Thunder Bay. It also proposes the ways and means to continue fostering, encouraging and supporting sports events in Thunder Bay.

The Sports Tourism Event & Activities Policy proposed that a Multi-Sport Games Advisory Committee be established to help guide future decisions for the municipality related to bidding for and hosting multi-sport games in Thunder Bay. In the past this committee has recommended bidding for the 2016 Can-Am Police-Fire Games, the 2020 Special Olympics Canada Winter Games and the 2024 Ontario Winter Games.

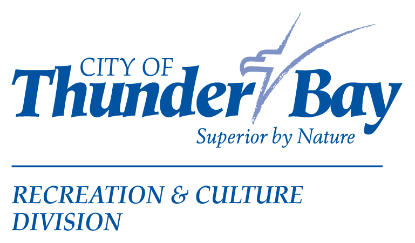
**Administrative Structure**

The Sports Tourism Events & Activities Policy is under the responsibility of the Recreation & Culture Division. The inaugural Multi-Sport Games Advisory Committee was formed in 2011 to provide expert advice and input to Recreation & Culture.

**Qualifications of Members**

Committee members shall have:

* experience hosting major provincial, national and/or international championships and Games;
* experience successfully bidding for major provincial, national and/or international championships and Games;
* significant knowledge about local sport as well as the provincial, national and international sport systems



**Multi-Sport Games Advisory Committee (MSGAC)**

**Terms of Reference**

# Mandate

The Multi-Sport Games Advisory Committee will provide advice and input to the Recreation & Culture Division regarding the review and analysis of multi-sport Games hosting opportunities as per the Sports Tourism Events & Activities Policy approved by Council in December 2008.

The MSGAC shall be an advisory committee of the Recreation & Culture Division reporting through the Sport & Community Development Section. It shall function in an advisory, rather than an operational capacity.

The primary roles of the MSGAC shall be to provide a specialized resource for Recreation & Culture. It shall serve as a resource to solicit the opinions of the larger sport community on issues related to the development of multi-sport events for the City of Thunder Bay.

**Context**

The Sports Tourism Events & Activities Policy guides the work of Event Services and MSGAC.

# Scope of Work

The Multi-Sport Games Advisory Committee shall be tasked with the following duties:

* Review and evaluate various multi-sport Games hosting opportunities which require the Municipality to bid upon or support/endorse;
* Provide recommendations to the Recreation & Culture Division regarding Thunder Bay’s capacity and ability to successfully host various multi-sport Games;
* Provide advice and recommendations regarding the facility needs and development required to host multi-sport events;
* Help facilitate dialogue with and among stakeholders;
* Inform the Recreation & Culture Division of relevant issues, trends, or opportunities;
* Provide advice and assistance regarding the formation of committees to bid for and host selected games

**Membership Selection and Committee Composition**

City Administration shall recruit potential candidates through an application process. The recruitment and selection for MSGAC shall involve Recreation & Culture staff along with a community-based review committee who will review applicants and select the member representatives.

All ***voting*** members of the MSGAC shall reside, work, or own property in the City of Thunder Bay. Individuals who do not meet these requirements may be non-voting members of the committee.

T**he MSGAC shall consist of 10-14 voting members recruited as follows:**

* **Four** representatives with expertise in organizing single sport events. Selection of these members should endeavor to create an appropriate mix from the following:
* hosting single sport(s) events
* sport for people with disabilities
* indigenous sport
* high school sport
* sport for older adults
* **Five** “At-Large” representatives with experience bidding for and/or organizing multi-sport Games.
* **Five** appointed representatives of Lakehead University Athletics, Confederation College Athletics, the local Hotels Coalition, Regional Services Branch of the Government of Ontario and the private sector (recruited with the help of the Thunder Bay Chamber of Commerce).

Recreation & Culture and CEDC Tourism Thunder Bay staff shall sit on the MSGAC in an ex-officio capacity (non-voting members). Staff from other departments may be invited to attend meetings as required.

Unassigned or vacated seats can be filled throughout the year. The person appointed to fill a seat shall retain the seat for the remainder of the term and seats shall be filled as part of the outlined selection process and term of appointment.

**Appointment and Term**

***Members***

Members will be appointed by the Recreation & Culture Division in August 2024 for a two-year term. Up to five additional representatives will be appointed by invited organizations.

***Chair***

Members shall elect a Chair from among the members. The term of this position shall be two years. A Chair may not serve more than two consecutive terms.

In the event of the Chair’s absence at any given meeting, the Vice-Chair or an Acting Chair shall assume this role through a pre-set schedule of meeting rotations as determined by the Committee.

# *Duties of the Chair*

The Chair shall preside at all meetings of the Committee and provide instructions to all Sub-Committee Chairs. The Chair shall set meeting agendas in consultation with Recreation & Culture Division staff. The Chair shall act in an ambassador capacity for the MSGAC as requested by the Recreation & Culture Division for local sport events, meetings or forums.

**Conflict of Interest**

The Committee will be governed by the *Municipal Conflict of Interest Act*. Copies of the Act will be provided to the Committee members at the inaugural meeting of the Committee along with a brief overview.

**Meetings**

A schedule of meetings shall be determined between Recreation & Culture and the Chair. At least one meeting will be held per year. Additional special meetings may be called on an as required basis.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee agenda.

An agenda will be provided to the Committee members in advance of the meeting date. Minutes shall be recorded in accordance with the City of Thunder Bay procedures and guidelines.

**Sub-Committees**

The Committee may create such Sub-Committees as the business of the Committee may require on an as-needed basis, each of which shall be in place and perform duties as directed by MSGAC.

The Chair of a Sub-Committee shall be a member of the MSGAC and at least one other Committee member is required to sit on each Sub-Committee. Recruitment and selection of additional Sub-Committee members is at the discretion of the Committee.

**Orientation/Training**

New members shall receive an orientation to the practices of the Committee, facilitated by a Recreation & Culture Division staff member. Each member shall receive a package consisting of the Sports Tourism Events & Activities Policy, the MSGAC Terms of Reference, evaluation templates, and any other materials that may be deemed pertinent.

**Compensation**

Membership on the MSGAC is voluntary and without compensation. However, members shall be reimbursed for expenses that are a result of carrying out the duties of the Committee provided that such expenditures have received pre-approval at the discretion of the Recreation & Culture Division staff ex-officio member. Such expenses shall be funded through the Recreation & Culture Division and/or the CEDC Tourism budget.

**Termination**

Any MSGAC member who is absent from ***two (2) consecutive regular meetings*** without leave of absence from the Committee or without reason satisfactory to the Committee may be asked to forfeit their membership.

MSGAC members may resign at any time with written notice submitted to the Recreation & Culture Division through the Sport & Community Development Supervisor.

**Decision-Making**

A quorum of one-half plus one member shall be required for carrying out business.

The objective is to reach consensus when possible. Members of the Committee shall verify their positions through a voting process. Each Committee member shall be entitled to one vote, with the exception of non-voting ex-officio members.

Prior to presentation to the Recreation & Culture Division, any decisions and recommendations of the Committee must be adopted by Committee resolution with a majority affirmative vote from members present at that time.

**Staff Support**

The City shall provide staff support to the Committee as follows:

1. The ex-officio City staff member(s) of the Committee will facilitate the implementation of the Sports Tourism Events & Activities Policy functioning as Administration liaison to the Committee.
2. Administrative support provided for:

* completing research of various multi-sport games opportunities
* preparing agendas in conjunction with the Committee Chair and staff ex-officio member
* recording and preparing meeting minutes
* distributing agendas and minutes
* receiving and preparing correspondence for the Committee
* preparing reports on behalf of the Committee in conjunction with the Committee Chair and staff ex-officio member
* managing the files of the Committee
* maintaining a list of outstanding issues for Committee action

MSGAC shall not have the authority to assign tasks to designated City staff; however staff will work cooperatively with the MSGAC and assume related duties as directed by the Recreation & Culture Division.

**Amendment of Terms of Reference**

These terms of reference shall be reviewed by the Committee as necessary and may be amended at any time by the MSGAC with the endorsement of the Recreation & Culture Division provided that the amendments are limited to implementation process or clarification of intent.