

DECISION/DIRECTION NOTE

Title: Shea Heights Community Centre Board of Directors Structure and Terms of Reference Update

Date Prepared: October 24, 2019

Report To: Committee of the Whole

Councillor and Role: Councillor Wally Collins

Ward: Ward 5

Decision/Direction Required:

To approve the proposed board structure change and updated Terms of Reference change as outlined below

Discussion – Background and Current Status:

The Shea Heights Community Centre Board of Directors is a Board that is appointed by the City of St. John's, created to facilitate the development and implementation of social, recreational and educational benefits and services for the residents of Shea Heights.

The current Terms of Reference was last updated in 2016.

The details to the proposed changes to the board restructure and Terms of Reference are as follows:

Board Restructure:

- The addition of a Ex-Officio
 - The Health Centre in Shea Heights is currently listed as a resource member on the board. We are proposing that this appointment be changed to an Ex-Officio position. The current Ex-Officio positions include, St. John Bosco School, a City of St. John's Council Member, and a City of St. John's staff representative.

The total number of board members will remain at 20. This would reduce the resource member positions from three to two and increase the ex-officio positions from three to four.

Terms of Reference include the following additions:

- Subcommittees
 - This section was added to identify the use of subcommittees, how they are formed and who is required to be a part of the committees.

ST. JOHN'S

- Appointment of Directors
 - Wording was added to include commitment to equality and inclusiveness when selecting board members
- Conduct
 - This addition includes upholding laws, promoting public confidence and respecting the rights and opinions of other committee members.
- Cooling off Period
 - This addition outlines how Council and city staff are required to take a two year cooling off period once they are no longer associated with the City of St. John's.
- Conflicts of Interest:
 - This addition is added in conjunction with city policy
- Confidentiality
 - This addition is added in conjunction with city policy
- Acceptable Methods of Communication
 - This addition outlines specific communication techniques between board members.
- Election of Executive
 - This addition outlines the procedures for the election of the Executive members from the Directors at Large. It includes the nomination, acclimation and voting process to appoint the positions of Chair, Vice Chair, Treasurer, and Secretary.

Please see attached Terms of Reference for review.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
The Recreation Division and Community Centre staff work closely with the Board of Directors to deliver programs, services and events to residents of Shea Heights.
3. Alignment with Strategic Directions/Adopted Plans:
The Strategic Direction is a Connected City. The goals fall within developing and delivering programs, services and public spaces that build safe, healthy and vibrant communities.
4. Legal or Policy Implications:
The approved terms of reference allow for a Board which consists of up to 20 members.

- 5. Privacy Implications: N/A
- 6. Engagement and Communications Considerations: N/A
- 7. Human Resource Implications: N/A
- 8. Procurement Implications: N/A
- 9. Information Technology Implications: N/A
- 10. Other Implications: N/A

Recommendation:

That Council approve the Shea Heights Community Centre Board structure and outlined changes to the Terms of Reference.

Prepared by: Travis Maher – Community Services Coordinator

Approved by:

Report Approval Details

Document Title:	Shea Heights Community Centre Board of Directors Structure and Terms of Reference Updates.docx
Attachments:	- SHCCB Terms of Reference Final Draft Oct 2020.docx
Final Approval Date:	Oct 22, 2020

This report and all of its attachments were approved and signed as outlined below:

Karen Sherriffs - Oct 22, 2020 - 2:22 PM

Tanya Haywood - Oct 22, 2020 - 4:38 PM