

AGENDA
of the
Windsor Arena Closing Advisory Committee
Wednesday, July 31, 2013
4:00 p.m.
Room 407, 400 City Hall Square East

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ELECTION OF CHAIRPERSON**

4. **BUSINESS ITEMS**
 - 4.1 **Celebratory Event Discussion**
 - Confirm if the Committee's resolve is to hold a Celebratory Event
 - Types of Activities
 - Proposed timing

 - 4.2 The report of the Executive Initiatives Coordinator dated April 15, 2013 entitled "Committee to Commemorate the Closing of Windsor Arena", the report of the Manager of Arenas dated March 27, 2013 entitled "Windsor Arena Official Closing CQ 8-2012" and the Terms of Reference and Mandate – ***attached as background information.***

5. **OTHER BUSINESS**

6. **ADJOURNMENT**

REPORT OF THE STRIKING COMMITTEE
of its meeting held
April 22, 2013

PRESENT: Mayor E. Francis
Councillor J. Gignac
Councillor R. Jones
Councillor B. Marra
Councillor F. Valentinis
Councillor P. Hatfield
Councillor E. Sleiman
Councillor A. Halberstadt
Councillor H. Payne
Councillor D. Dilkens

Also in attendance:

H. Reidel, Chief Administrative Officer
J. Payne, Community Development and Health Commissioner and
Corporate Leader Social Development, Health, Recreation and Culture
V. Critchley, City Clerk/Licence Commissioner and Corporate Leader Public
Engagement and Human Resources
O. Colucci, Chief Financial Officer/City Treasurer and Corporate Leader Finance
and Technology
J. Wilson, Executive Director of Recreation and Culture

Declarations of Pecuniary Interest:

None declared.

Your Committee submits the following recommendations:

→ (1) That a Committee **BE ESTABLISHED** to *Commemorate the Closing of Windsor Arena*, and further the following persons **BE APPOINTED** to the Committee:

- Councillor A. Halberstadt
- Councillor F. Valentinis
- Councillor B. Marra
- Representative - Windsor Spitfires
- Representative - Windsor Minor Hockey Association
- Representative - University of Windsor Lancers

Item No.

THE CORPORATION OF THE CITY OF WINDSOR
Community Development and Health Services - Recreation Culture



MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

| | |
|---|--|
| LiveLink REPORT #: 16515 | Report Date: April 15, 2013 |
| Author's Name: Sandra Bradt | Date to Council: April 22, 2013 |
| Author's Phone: 519 255-5200 ext. 5354 | Classification #: |
| Author's E-mail: sbradt@city.windsor.on.ca | |

To: Mayor and Members of City Council

Subject: Committee to Commemorate the Closing of Windsor Arena

1. RECOMMENDATION: City Wide: _____ Ward(s): 3

THAT City Council **APPROVE** two Council members to serve on an ad-hoc committee to commemorate the closing of Windsor Arena.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

At the February 21, 2012 meeting of City Council, CQ8-2012 was submitted requesting that Administration explore the planning of a Signature Celebratory Event to mark the closing of Windsor Arena. The Budget meeting of March 4, 2013 officially approved the Arena's closure, and on April 8, 2013, CR 62/2013 approved,

*"THAT the report dated March 27, 2013 from the Manager, WFCU Centre and Arenas regarding a closing event for Windsor Arena **BE RECEIVED**; and further,*

*THAT Administration **BE DIRECTED** to form a committee to discuss planning a Signature Celebratory Event to recognize the formal closure of Windsor Arena."*

Administration submits this report to Striking Committee to appoint Council representation on the committee. Livelink Report #16445 which previously addressed this issue is attached for information as Appendix A.

3. DISCUSSION:

Administration is requesting that City Council approve two Council members to serve on a committee to plan an event to mark the closing of Windsor Arena. In addition to representation from Council, Administration proposes to include local stakeholder organizations. It is recommended that these organizations include:

- Windsor Spitfires - representing C.H.L. Hockey
- Windsor Minor Hockey Association – representing minor sports
- University of Windsor Lancers – representing varsity sports

Administration is open to receiving recommendations from City Council regarding additional organizations that should be consulted in the process.

Ideally the committee would have five voting members. Administrative staff would serve as resources to the Committee.

Subject to City Council approval, invitations will be extended to the community partners noted above to participate. Subject to approval by the Committee, it is anticipated that the committee will meet regularly until the conclusion of the event. Although dependent upon the scale of the closing event, the time commitment per month is not expected to exceed 2-4 hours. Meetings are proposed to be held at 400 City Hall Square and at a time agreed upon by members. Due to the short-term nature of the work, it is proposed to have the committee report directly to City Council. Committee members will receive no remuneration for their involvement. The Chair of the Committee shall be elected at the first meeting by majority vote. Administration will provide support and issue an agenda in advance of each meeting. Minutes will also be recorded and submitted to City Council.

The Terms of Reference for this Committee are attached as Appendix B.

4. RISK ANALYSIS:

5. FINANCIAL MATTERS:

Currently there is no approved budget within the department to cover any City contribution towards this one time event. There is an expectation that the Windsor Arena Closing Advisory Committee will solicit donations and services in-kind to offset the costs of any planned activities. As noted in Report #16445, should an event scheduled later in the year require that the ice surface be reinstalled, there will be an approximate \$4100 cost. A complete budget for the event will be drafted by the committee and submitted to City Council for approval.

Should City Council wish to charge the amount to the Recreation and Culture Department's operating budget, reductions would be required in the approved programming. The only other source that has been identified is the Budget Stabilization Reserve (BSR). From an administrative perspective this reserve has generally been recommended for one-time, urgent items not otherwise identified in the City's budget.


6. CONSULTATIONS:


Executive Director of Recreation and Culture
Manager, Arenas and WFCU Centre
Deputy City Clerk

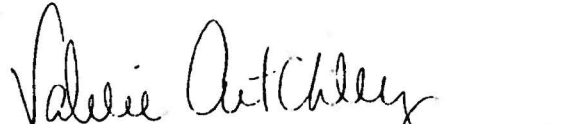
7. CONCLUSION:

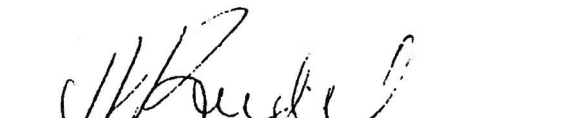
Windsor Arena has been a fixture in the City of Windsor for over eight decades. A public event to mark its closure is a fitting tribute to its history.


Jan Wilson
Executive Director of Recreation and Culture


Jelena Payne
Community Development and Health
Commissioner and Corporate Leader Social
Development, Health, Recreation and
Culture


Onorio Colucci
Chief Financial Officer/City Treasurer
Corporate Leader Finance and
Technology


Valerie Critchley
City Clerk/License Commissioner and
Corporate Leader Public Engagement and
Human Services


Helga Reidel
Chief Administrative Officer

SB

APPENDICES:
Appendix A - Livelink Report #16445
Appendix B - Terms of Reference

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

| NOTIFICATION : | | | | |
|----------------|---------|---------------|-----------|-----|
| Name | Address | Email Address | Telephone | FAX |
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THE CORPORATION OF THE CITY OF WINDSOR
Community Development and Health Services – Recreation and Culture



MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

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|---|---------------------------------------|
| LiveLink REPORT #: 16445 SR2013 | Report Date: March 27, 2013 |
| Author's Name: Doug Sweet | Date to Council: April 8, 2013 |
| Author's Phone: 519 974-7979 ext. 4617 | Classification #: |
| Author's E-mail: dsweet@city.windsor.on.ca | |

To: Mayor and Members of City Council

Subject: Windsor Arena Official Closing, CQ 8 - 2012

PR# 13-69

1. RECOMMENDATION: City Wide: X Ward(s): 3

THAT the report from the Manager, WFCU Centre and Arenas regarding a closing event for Windsor Arena **BE RECEIVED**; and further

THAT Administration **BE DIRECTED** to form a committee to discuss planning a Signature Celebratory Event to recognize the formal closure of Windsor Arena.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

Windsor Arena was constructed in 1924 and is one of the oldest arenas of its type in North America. The facility was originally known as the Border Cities Arena and the first main tenant was the Detroit Cougars (later renamed the Detroit Red Wings) for the 1926/27 NHL season, while the Olympia Stadium in Detroit was being built. The facility later was renamed Windsor Arena but was mostly referred to as "The Barn". Windsor Arena is a 4400 seat facility that became the home to the Windsor Bulldogs – OHA Senior A/IHL from 1953-1965, Windsor Spitfires from 1975 to 2008, the Windsor Lancer Men's from 2009 to present day, and many minor hockey, figure skating and adult groups. Over the years, Windsor Arena was also the host to many ice users from minor hockey, figure skating, adult pick up groups and many special events (Shrine Circus, Dreams on Ice).

In 2012, a business plan was created for the building of a new Family Aquatic Complex in Downtown Windsor. A component of the business case identified that the Windsor Arena would be consolidated and repurposed. The savings from the closure, after the 2013 ice season, was

included with the 2013 operating budget. With the approval of the budget at the March 4, 2013 Budget Meeting, this will be the last ice season for Windsor Arena.

3. DISCUSSION:

At the February 21, 2012 Council meeting the following Council Question was submitted:

CQ8-2012

“Asks that Administration prepare a report for the purpose of discussing the planning of a Signature Celebratory Event to coincide with the formal closure and eventual redevelopment of the Windsor Arena. Given the very historic nature of the 1924 facility (the second oldest known arena in North America), the event should contemplate the involvement of major stakeholders including but not limited to all local and regional hockey organizations; the Windsor Spitfires and their alumni organization; the Windsor Essex Sports Hall of Fame; the Detroit Red Wings; the Detroit Red Wings Alumni Association; Bill and Les Butcher who owned the arena for many years; Lou Bendo and several partners purchased the Barn and kept it operating; Peter Karmanos brought the Compuware Spitfires to Windsor, nearly winning a Memorial Cup in 1984; Steve Riolo a former owner of the Spitfires; Fred Sorrell etc. I also recommend that a committee be struck with council representation in order to oversee the planning of the event and ensure public and stakeholder input and involvement.”

SR2012

As the official closing of Windsor Arena had not yet been approved by Council, Councillor Marra put the Council Question in abeyance on March 20, 2012 until official approval was given. At the March 4, 2013 Budget Meeting, Council approved the closure of Windsor Arena as a recreation community ice facility.

To recognize the history of Windsor Arena, as per Council Question CQ8-2012, a committee could be formed to look at developing a closing celebration event at Windsor Arena. The current ice season ends March 31, 2103 and the plan was to have the ice come out of Windsor Arena shortly thereafter. However, should an event be planned later in the year ice could be put back in Windsor Arena for a Celebratory Event.

4. RISK ANALYSIS:

The Windsor Arena has been a significant asset to the community, and a symbol for historical events such as the former home of the Detroit Red Wings. It is one of the oldest arenas in Ontario. Some form of a closing event would be fitting to recognize the contribution that Windsor Arena has made as a major sports, recreation and entertainment venue. Should there be no closing event, there would be a lost opportunity to celebrate the impact that the facility has had on the community.

5. FINANCIAL MATTERS:

Should Council wish to proceed with an event in April 2013, there would be minimum cost as the ice would not be removed, and we would just require staffing for the time the facility is open for the event.

If an event is scheduled for later in the year, there would be a financial cost of approximately \$4,100 to put ice back in for the event.

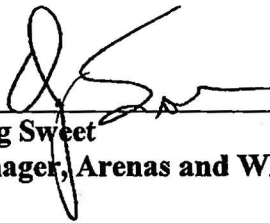
Further costs would be determined by the committee. Currently, there is no approved budget line for this event.

6. CONSULTATIONS:

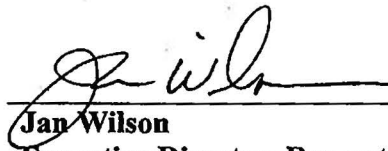
Financial Planning Administrator – Recreation and Culture
Executive Director, Recreation and Culture
Arena Supervisor, Windsor Arena

7. CONCLUSION:

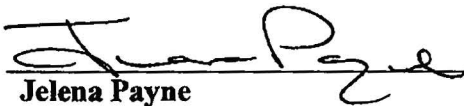
Windsor Arena has played a role in the culture for the City of Windsor and many people have memories of "The Barn". At the start of the next season, an end of the barn celebration would be a fitting recognition for the closure.



Doug Sweet
Manager, Arenas and WFCU Centre



Jan Wilson
Executive Director, Recreation and Culture



Jelena Payne
Community Development and Health
Commissioner and Corporate Leader
Social Development, Health, Recreation
and Culture



Onorio Colucci
Chief Financial Officer/City Treasurer and
Corporate Leader Finance and Technology



Helga Heidel
Chief Administrative Officer

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| APPENDICES: |
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| DEPARTMENTS/OTHERS CONSULTED: |
| Name: |
| Phone #: 519 ext. |

| NOTIFICATION : | | | | |
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| Name | Address | Email Address | Telephone | FAX |
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Windsor Arena Closing Advisory Committee

Terms of Reference and Mandate

Appendix B

1. Introduction

At the February 23, 2012 Council meeting, the following Council Question was submitted:

CQ8-2012

“Asks that Administration prepare a report for the purpose of discussing the planning of a Signature Celebratory Event to coincide with the formal closure and eventual redevelopment of the Windsor Arena. Given the very historic nature of the 1924 facility (the second oldest known arena in North America), the event should contemplate the involvement of major stakeholders including but not limited to all local and regional hockey organizations; the Windsor Spitfires and their alumni organizations; the Windsor Essex Sports Hall of Fame; the Detroit Red Wings; the Detroit Red Wings Alumni Association; Bill and Les Butcher who owned the arena for many years; Lou Bendo and several partners purchased the Barn and kept it operating; Peter Karmanos brought the Compuware Spitfires to Windsor, nearly winning a Memorial Cup in 1984; Steve Riolo a former owner of the Spitfires; Fred Sorrell, etc. I also recommend that a committee be struck with council representation in order to oversee the planning of the event and ensure public and stakeholder input and involvement.”

At its meeting of April 8, 2013, City Council approved the following resolution:

*CR 62/2013 “THAT the report dated March 27, 2013 from the Manager, WFCU Centre and Arenas regarding a closing event for Windsor Arena **BE RECEIVED**; and further,*

*THAT Administration **BE DIRECTED** to form a committee to discuss planning a Signature Celebratory Event to recognize the formal closure of Windsor Arena.”*

2. Mandate

The purpose of this committee is to recognize the history of the Windsor Arena also referred to as “The Barn” and, to develop and recommend to City Council a Signature Celebratory event to commemorate the formal closure of the Windsor Arena.

3. Composition

The Windsor Arena Closing Advisory Committee shall consist of the following

- City Councillor(s) – Voting member(s)
- One representative from the Windsor Spitfires – Voting member
- One representative from Windsor Minor Hockey – Voting member
- One representative from the University of Windsor Lancers – Voting Member
- Administrative staff from the City of Windsor – Non-voting resource

**Additional members may be appointed by the Striking Committee.*

4. Duties and Responsibilities

- Develop a budget for the Signature Celebratory event and determine funding
- Ensure public and stakeholder input and involvement
- To liaise between City Council and representatives associated with the committee and where appropriate advise City Council.

5. Appointment and Term

Windsor City Council shall appoint the organizations (not specific members) to sit on the Windsor Arena Closing Advisory Committee.

As the Windsor Arena Closing Advisory Committee is essentially an ad hoc committee, the term will cease following the Signature Celebratory event.

6. Agenda and Minutes

The Committee Coordinator is a designated representative of Council Services (City of Windsor) who will prepare agendas and minutes.

7. Election of Chairperson

The Chairperson of the committee shall be appointed at the inaugural meeting.

8. Rules of Order

Elections and meetings will be conducted according to Bourinot's Rules of Order and the City of Windsor Procedural By-law.

9. Reporting Structure

Due to the timing issues and the short term nature of this committee, it is suggested the minutes/committee reports proceed directly to Council and to circumvent the Social Development, Health & Culture Standing Committee.

10. Remuneration

No remuneration will be provided for committee members.

11. Quorum

Fifty percent plus one of the general voting membership must be present at a meeting to constitute a quorum.