

April 20, 2011

Terms of Reference Swim Toronto Committee

The Swim Toronto Committee will involve the following participants:

Toronto District School Board:

Sheila Cary-Meagher, Trustee Ward 16
Zane Schwartz, Student Trustee

City of Toronto*:

Ed Reed, Observer

**Note that the TLC continues to await the appointment of one (1) City Councillor to represent the City of Toronto on the Swim Toronto Committee.*

Toronto Lands Corporation:

David Crombie, Chair of TLC
Chris Glover, Trustee-Director, TLC

Staff: Shirley Hoy, CEO of TLC

Linda Pietrangelo, Community Coordinator, Swim Toronto

Aquatic Working Group:

Karen Pitre*

**It is anticipated that an AWG representative will be appointed to Swim Toronto at the next AWG meeting.*

Swim Toronto

Anne Kidder, Chair (appointed by the Pools Governance Committee)

Purpose of the Swim Toronto Committee

On August 31, 2010, the Toronto Lands Corporation, in approving the *Pools Governance Committee Report, August 2010*, gave approval to the establishment of the **Swim Toronto Committee**. The establishment of the **Swim Toronto Committee**, reporting to the TLC, was given final approval by the Toronto District School Board at its meeting on September 7, 2010.

The **mandate** of the *Swim Toronto Committee* is:

- develop policies that will help sustain the pools over time, including a sponsorship policy and plan, a permitting strategy, and a fundraising strategy and policy;
- seek advice from the Aquatics Working Group;
- liaise with the TDSB administrative, programming and maintenance staff;
- oversee and monitor capital repairs to pools;
- set the annual budget for pools which will be approved by the TLC and the TDSB;
- monitor permit revenues;
- identify sustainable sources of funding; and
- support local pool committees.

The *Swim Toronto Committee* will also work with the TDSB to conduct a review of the funding policy for pools, and it will place an emphasis on increasing programming to increase permit revenues. Swim Toronto will work with the TDSB to deliver semi-annual information meetings to all key pool-related TDSB staff (including Principals and Superintendents) to discuss pool-specific matters.

Frequency of Meetings

It is anticipated that the work of the *Swim Toronto Committee* will continue as long as the matter of the TDSB's pools is ongoing. The Swim Toronto Committee will meet approximately 3-4 times during 2011, depending on work requirements.

Roles and Responsibilities

- The Swim Toronto Committee will work collaboratively to develop common understandings in relation to 'move forward positions / recommendations' that individual Members will recommend to their respective Board / Council.
- The Chair and TLC staff will be responsible for:
 - Chairing, hosting and facilitating the meeting and meeting requirements;
 - Providing secretarial and administrative support;
 - Developing the agenda and agenda package and distributing the package to members prior to the meeting;
- Members are responsible for:
 - reviewing the agenda and agenda package prior to the meeting;
 - completing all work required for sharing and/or presentation at the meeting; and
 - informing the Chair of agenda items required for the collective consideration of the group.
- The work group as a whole will be responsible for respecting the confidentiality of all sensitive information, documents and discussions that are shared in meetings. The Swim Toronto Committee agenda will be presented in both a public and private form, depending on items that constitute the agenda.

Communication

- Formal, written communication from and about the Swim Toronto Committee will come from the Chair.
- Minutes and any action items arising from the meetings will be captured by the Recording Secretary and distributed to members of the Committee.

Decision-Making

- The Committee will strive for consensus when decisions are to be made.
- For issues where consensus cannot be reached, the minutes of the Committee may, if requested, identify opposed members and the reasons why issues were not agreed upon.