



***Toronto 2015 Pan Am/Parapan Am Games-  
Markham Pan Am Host Advisory Committee***

**Terms of Reference**

**June 17, 2013**

## Purpose

The TO2015 Organizing Committee has identified that a high priority of the games is to engage the local community in the celebration of sport and culture. The intent of developing a community engagement strategy is to ensure that residents of the host communities truly embrace the games and understand the value of the games from a sport, cultural and legacy perspective.

The mission of Markham's Community Engagement Strategy is to involve the Markham Community in leadership, volunteerism, sport and cultural development, legacy building, healthy active living, business development/tourism and celebration for the Toronto 2015 Pan /Parapan Am Games.

The Toronto 2015 Pan Am/Parapan Am Games - Markham Pan Am Host Advisory Committee will be a multi-sectoral, high-level leadership team working with the City of Markham to leverage resources, build partnerships, and increase profile of Markham's Pan Am events leading up to the Toronto 2015 Pan Am /Parapan Am Games. The committee would be chaired by the Mayor and the composition would consist of eight to twelve top level executives/leaders from corporate, business, education, sport, culture and social service sectors.

### Overall Objective:

- To leverage resources, build partnerships, and increase profile of Markham's Pan Am events leading up to the Pan Am Games.

### Host Committee Outcomes:

The Markham Pan Am Host Advisory Committee will;

- Ensure that the residents of Markham are fully informed and engaged in the 2015 Pan Am/Parapan Am Games by ensuring the Community Engagement Strategy is implemented.
- Ensure that legacy programs developed in sport and culture will be sustainable within our community.
- Ensure that the City of Markham leverages all opportunities during the pre-game, games and post-games times to profile the City of Markham.
- Build partnerships within community to help support the games, and ongoing sport tourism in our community.

## Mandate

The mandate of the Toronto 2015 Pan Am/Parapan Am Games – Markham Pan Am Host Advisory Committee will be to identify opportunities to create and activate residents of Markham to embrace the games, and to understand the value of the games from a sport, cultural and legacy perspective. To provide oversight and guidance to the various sub committees that will be formed including: Legacy development, Volunteer activation, Cultural celebration, and Community celebration.

### **Deliverables:**

1. Provide leadership and advice to the City of Markham in the implementation of the Pan Am Community Engagement Strategy. (PACES)
2. Receive regular, formal updates from staff and the Sub Committee Chairs.
3. Provide quarterly report to Markham Council on the progress of the Community Engagement Strategy.

### **Term:**

September 2013 – July 2015

## **Membership**

### **Composition:**

The Toronto 2015 Pan Am /Parapan Am Games - Markham Pan Am Host Advisory Committee is composed of the following members:

<b>Sector/Agency/Organization</b>	<b>Member Name</b>
2015 Pan Am/Parapan Am Games - Markham Pan Am Host Committee Chair	Mayor Scarpitti
Local Business Representative(s)	
York Region District School Board	
York Region Catholic School Board	
Local CIBC Representative	
Metroland Representative (local media)	
Youth Representative	
Senior Representative	
Cultural Representative	
Seneca College Representative	
Sport Representative(s)	
Hospitality and Tourism Representative	
City of Markham - Chair of Economic Development Committee	
City of Markham - CAO	
City of Markham - Commissioner of Community & Fire Services (staff lead)	

## Meeting Schedule and Decision Making

### Meeting Schedule:

The 2015 Pan Am/Parapan Am Games - Markham Pan Am Host Advisory Committee meetings will be conducted monthly but there may be occasions, such as at the project start-up, whereby additional meetings will be needed. Meeting schedules will be prepared in consultation with the members.

Staff support to the Committee will be undertaken by the Clerks department for meeting management and Recreation Services and Corporate Communications and Community Engagement Departments for community engagement planning.

## Reporting Requirements and Methods

Formal, written communication from and about this Committee will come from the Chair.

Reports, minutes, and decision are to kept and filed in accordance to City practices. Minutes, reports and documentation will be recorded and distributed to all members of the Advisory Panel.

## Test for Completion

The Committee will have submitted a wrap-up report to Council following the 2015 Games.