



TERMS OF REFERENCE

Steering Committee

Official Name

Aquatic and Arenas Recreation Project Steering Committee

Purpose

To act as a review body for the consultation, construction and communication of the Aquatic and Arenas Recreation Project.

Members/Composition

8 – Members of Council

Membership:

3 year term

Quorum is a majority of the members appointed to the Committee. Majority is 50% plus 1.

The Chair and Vice-Chair will be a member of Council recommended by the Mayor and approved by City Council.

The City Manager will be an Advisory Official.

2 additional Advisory Officials will be selected to assist the Committee with preference in the following areas:

- Planning, design and construction development
- Recreation/Sports
- Visionary

The City Clerk's Office will serve as the Secretary to the Committee.

Mandate

With respect to all matters within the committee's policy areas, the mandate of the committee is:

- Advise City Council, administration and the architect/consultant on specific matters as they pertain to the preparation and delivery of the Aquatic and Arenas Recreation Centre;

- Responsible for keeping City Council current on the Aquatic and Arenas Recreation Project;
- Ensure that the community, along with members of City Council, have their interests represented during the tenure of the consulting engagement;
- Provide input to administration, advisors, and the architect/consultant on community engagement and communication activities; and,
- Review of administration and architect/consultant reports and formulate responses and recommendations.

Recognizing that some of the information shared in the course of the project may be sensitive, and when used outside of the project team may jeopardize the integrity of the project's results, the Committee will be subject to City of Prince Albert policies related to code of conduct, confidentiality and conflict of interest.

Policy Areas

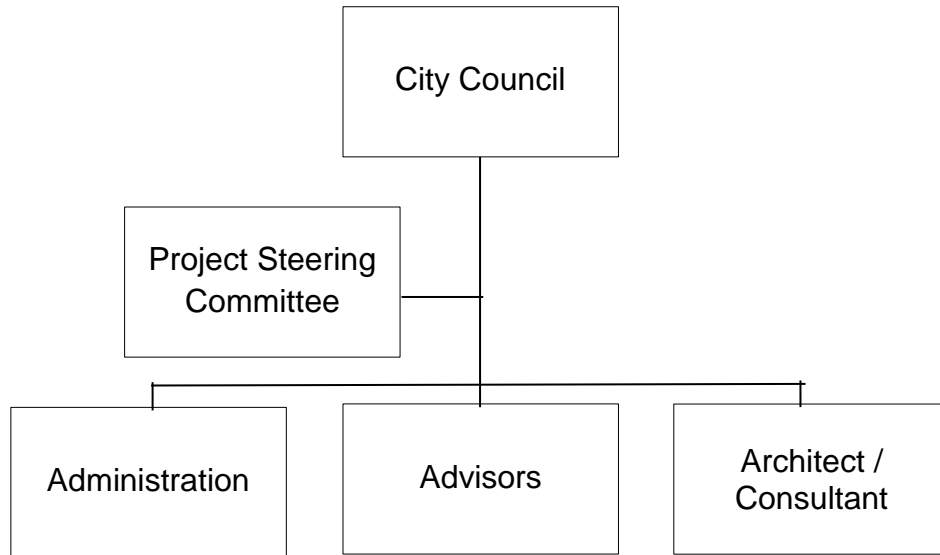
The policy areas for this committee include the following:

- Economic and future development;
- Tourism;
- Communication and community engagement; and,
- Other Council directed initiatives.

Delegated Authority

The following powers and duties are delegated to this committee:

- Formulation and recommendation to City Council on matters related to the Aquatic & Arenas Recreation Project;
- Consideration and recommendation on all matters referred to it by Council or the Mayor; and,
- Input will flow from administration, the advisors and the architect/consultant to the Project Steering Committee to City Council throughout the planning process in the form of information and feedback which will be used by the architect/consultant throughout the project.



Meetings

The First Committee Meeting shall be called as soon after appointments to the Committee are approved by City Council and the regular schedule of meetings shall be considered at that meeting.

The Chair may dispense with, or alter the time of any regularly scheduled meeting.

The Committee Secretary shall call a special meeting, whenever requested to do so by the Chair or a majority of the members with at least 24 hours’ notice to all Committee members and the public.

Resources/Budget

In order to meet the objectives of the Committee, budgetary allocations must be approved by City Council.

Communications

Committee members will be forwarded meeting requests for their reply regarding all meetings that are to take place.

All Public Agendas will be available for review at a minimum of 24 hours prior to the meeting. Members will advise the Secretary at the 1st meeting whether they will utilize their own electronic device to access the Agenda at each meeting or whether they want a printed copy available when they attend the meeting.

Decisions following consideration by City Council will be brought forward to the Advisory Committee for advisement.