



# Area A/Town of Golden Aquatic Centre Feasibility Advisory Committee

## Terms of Reference

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### INTRODUCTION

This Terms of Reference document outlines the responsibilities and structure of the Electoral Area A/Town of Golden Aquatic Centre Feasibility Advisory Committee (Committee). The Committee will assist the CSR by ensuring it receives thoughtful and comprehensive advice from a representative group of individuals from within Electoral Area A and the Town of Golden, who have knowledge and interest in the acquisition of information related to an indoor pool facility located in the Town of Golden that would service the region.

### PURPOSE

The Committee’s mandate is to act in an advisory capacity to CSR staff and the Electoral Area A Director. The CSR Board of Directors has not delegated any decision-making authority to the Committee. The Committee’s mandate is to:

- Provide advice on the development of an Aquatic Centre Feasibility Study Report (Report) on a regional indoor pool facility including:
  - finalization and acceptance of a communication plan for all stakeholders;
  - finalization and acceptance of this Terms of Reference for the advisory committee;
  - the review of the scope of work for the selection of a consultant to undertake the development of the report;
  - the recommendation of a suitable consultant;
  - review, input and acceptance of the various stages of the report including:
    - input into the needs of the community related to pool design and function;
    - input into the development of a long list of options for consideration;
    - input into the development of triple bottom line evaluation criteria;
    - input into the determination of viable preferred options;
    - input into the finalization of the report.
- Assist in the public engagement process, including the attendance at public events to gauge community acceptance of the preferred options and gather feedback;
- Communicate any issues to the CSR that have been brought to the attention of Committee members by the public at large.

### MEMBERSHIP

The Committee will consist of up to eleven (11) members as follows:

- Seven (7) voting members:
  - Up to four (4) members of the public from Electoral Area A;
  - Up to four (4) members of the public from the Town of Golden;
- The Electoral Area A Director;
- An Elected Official from the Town of Golden;
- One staff member from the CSR; and
- One staff member from the Town of Golden.

Preference for membership will be given to individuals who ordinarily reside within Electoral Area A and the Town of Golden boundary.

## **MEMBERSHIP (cont.)**

The Electoral Area A Director, the Elected Official from the Town of Golden and the CSR and Town of Golden staff will be non-voting Committee members. Committee members will be appointed by the CSR Board of Directors. A Committee member's term will expire when the final Aquatic Centre Feasibility Report is accepted by the CSR Board.

The process to select Committee members will be as follows:

- An Expression of Interest will be advertised to solicit interest from the public;
- CSR staff will arrange an informal meeting with each short-listed candidate;
- CSR staff will recommend the preferred candidates to the CSR Board for approval.

In the event of a vacancy arising from any cause other than the expiration of a Committee member's term of office, the Board may appoint a successor for the remainder of the term based on recommendations received from CSR staff.

## **COMMITTEE DECISION MAKING**

The Committee will work toward consensus, using an interest-based approach rather than a position-based approach. If a vote on a matter is necessary, the vote will be taken with a simple majority of Committee members present and voting required to pass a motion. Non-voting members will not take part in any such vote. In the event of an equal number of votes, the motion or matter will fail.

## **COMMITTEE PROTOCOL**

- The CSR staff Committee member will act as the Chair at all Committee meetings.
- Meetings will be open meetings and will be run by the Chair.
- Meeting minutes will be taken by CSR staff at all meetings. Upon approval, the minutes will be distributed electronically to the Committee members and will be posted on the CSR website.
- The quorum of the meeting will be comprised of not less than half of appointed Committee members.
- The CSR Board may remove members from the Committee at any time at its discretion.
- The Committee may invite other persons to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to subjects being discussed.
- Approximately five (5) to six (6) meetings of the Committee will occur during the project timeframe anticipated from April 2019 through to August 2020. Dates for the meetings will be determined by the completion of project milestones by the consultant.
- The Committee will adhere to all statutes, legislation, acts, bylaws and all other responsibilities as a committee of the CSR.
- Committee members may choose to express their personal views to others outside the Committee but may not speak on behalf of or in any way create the impression that they are speaking for the Committee as a whole. In order to ensure open and honest dialogue; Committee members should not discuss comments or opinions expressed by other Committee members without their knowledge and consent.
- Members of the public may observe meetings but will not have voting rights and will only have speaking rights through invitation by the Chair.



### **COMMITTEE PROTOCOL (cont.)**

- A conflict of interest arises when a Committee member speaks or votes on a motion that could be the cause of some direct significant benefit - monetary or otherwise - to that member. If such a situation arises, the member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, only after a majority vote to do so. Any subsequent information provided by the individual will clearly be identified in the meeting minutes as coming from a source perceived to be in a conflict of interest.

### **RESOURCES**

The CSR D will provide administrative support to the Committee including, but not limited to the scheduling of meetings, agenda distribution, minute taking and distribution of materials.

Any Committee budget requirements will be included within the aquatic centre feasibility project budget subject to the CSR D's normal review and approval process.

Committee participation is voluntary with no remuneration provided for members' time.

### **AMENDMENTS TO TERMS OF REFERENCE**

These Terms of Reference may be amended from time to time or at any time at the discretion of the committee.

### **CONTACT**

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