

Community Hub/Recreation Project Steering Committee

Terms of Reference

Name:	Community Hub/Recreation Project Steering Committee
Reports to:	Council
Support:	Office of the CAO
Type:	Committee of Council
Established:	Approved: October, 2017

Committee Purpose:

The Community Hub/Recreation Centre Project Steering Committee (Steering Committee) has been established to advise Council, Administration and Consultant/Project Management Team on specific matters as they pertain to the preparation and delivery of the South Huron Community Hub/Recreation Centre Facility.

The overall purpose of the Steering Committee is to ensure that the stakeholders in the community along with members of South Huron Council have their interests represented during the tenure of the consulting engagement, and that by playing this key role the community will have a strong sense of ownership and support the development of the facility. In this way the Steering Committee will help to ensure that future action within the property is appropriate to the community, and of the highest possible quality.

Role of the Steering Committee

The Steering Committee has been designed to provide neighbourhood and community stakeholders an opportunity to have their interests represented during the course of the study in a focused and multi-interest group structure. The Committee will share opinions and perspectives and offer collective advice to the Consultant / Project Management Team. The Committee's input, along with broad public consultation, will enable a planning process that is open, transparent and meaningful to the community.

Input will flow from the Steering Committee to the Consultant / Project Management Team throughout the planning process in the form of information and feedback which will be used by the Consultant / Project Management Team throughout the project. Additionally, the Steering Committee will provide input to the Consultant / Project Management Team on community engagement and communication activities.

Duties of the Steering Committee

- Meet on a monthly basis (or as required) with the Consultant / Project Management Team;
- Meet with the Consultant / Project Management Team to review the results of public consultation exercises and key project reports and findings;
- Advise Consultant / Project Management Team and consultant on the public participation program in order to stimulate focused community and stakeholder input
- Review staff and consultant reports and formulate responses and recommendations;
- Be subject to the Municipality of South Huron policies including Code of Conduct, Confidentiality and Conflict of Interest.
- Recognize 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.

Committee Membership, Compensation & Structure

Membership shall consist of the following:

- Up to 2 members from South Huron Council
- Representatives from targeted user groups up to (7):
 - Sport & Recreation Users
 - Arena Users

- Community Organizations
 - Business & Corporations
 - Private & Public Institutions
 - General Public
 - Municipalities & Other Levels of Government
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- Remuneration for Members shall be for mileage (exclusive of Committee meeting attendance) and for reasonable expenses incurred in accordance with South Huron Corporate policies and authorized by the Chief Administrative Officer.
 - Remuneration for Council members shall be in accordance with South Huron Council Remuneration Policies
 - At the first meeting of the Steering Committee the members will elect from the membership a Chairperson and Vice-Chairperson.

Selection of Membership

Selection criteria will include:

- Willingness and ability to commit to the necessary time-line;
- Commitment and interest in the future of the study area, with said interest informed by a balanced neighbourhood, Community and County perspective;
- Skills and experience related to previous work with community-based and/or planning projects;
- A reasonable assurance that the selected member does not have a pecuniary interest as related to the future development and use of the property.

Appointment

- Members at Large shall be appointed by Council and the term of appointment shall be for the duration of the project commencing November 2017 until May 31, 2019 or as otherwise determined through an extension of the project time-line.

Meetings

- Meetings shall be held monthly or as agreed to by the Steering Committee and Consultant / Project Management Team as determined by the project requirements.
- A written summary of discussion and comments from each meeting will be prepared by Staff in cooperation with the Consultant / Project Management Team and with the assistance of the Steering Committee.
- Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement or decision, and recommendations or options.
- Meeting minutes will be circulated to the Steering Committee and Consultant Project Management Team within 1 week of the meeting and made available on the Municipal website.

Decision Making within the Steering Committee

- Decisions about recommendations to the Consultant / Project Management Team will be made by consensus.

Quorum

The quorum will be made up of the members that are present.

Resources

- The Municipality of South Huron will provide staff resources to the Steering Committee including coordinating and arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions in cooperation with the Consultant / Project Management Team.

Conflict of Interest

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Indemnities to Committee Members and Others

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.

Review and Update of the Terms of Reference

- The Steering Committee may from time to time make changes to the TOR based on the following conditions:
- Proposed changes were achieved by consensus of the Steering Committee members.
- Proposed changes shall be presented to Council for consideration.
- Changes required ratification by Council through resolution.