

## **Major Facility Building/Project Technical Advisory Committee Terms of Reference**

---

### **Purpose**

---

The purpose of the Major Facility Building/Project Technical Advisory Committee (the “Committee”) is to advise City of Richmond staff on the design, construction, scope and schedule for the combined Aquatic Centre, Older Adults Centre and multi-purpose facility and associated urban realm improvements. (the “Project”) Other major projects may be also be reviewed on an ad-hoc basis upon request.

---

### **Principles**

---

The activities of the Committee will reflect the following principles related to the Project:

- The Project will meet the objectives and timelines of the City of Richmond.
- The Project will be completed within budget.
- The Project will follow a service-delivery approach.
- The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major recreational facility intended to serve the residents of Richmond for the long-term.
- The process of completing the Project will encourage effective relationships, partnerships with others and community involvement.

---

### **Membership**

---

Richmond City Council appoints members of the Committee. There will be up to eight (8) members, and of which 2 will be representatives from City Council.

One Councillor will be appointed Chair of the Committee.

Candidates will be chosen to reflect an array of skills and experience in fields such as construction, architecture, accounting, finance, construction management, law, urban or landscape planning, and transportation.

The CAO or designate will be the senior staff resource for the Committee. Other City staff and consultants will attend meetings as technical support when required.

---

### **Objectives**

---

The primary objectives of the Committee are as follows:

- To provide input, feedback and advice on the design and construction of the Project.
- To advise on the best use of City resources.

- To advise on the financial sustainability of the Project and the soundness of business decisions.
- Other matters that will contribute to the successful development, construction and operation of the Project.

---

## **Procedures**

---

A chair will be elected from the membership of the Committee on an annual basis.

The term of the Committee is for the duration of the Project.

Meetings will be scheduled on an ad-hoc basis as requested by Staff.

Members are expected to attend all meetings. If unable to attend a meeting, an alternate is not required.

Sub-committees may be established to discuss specific issues as requested by the City.

The Committee will make recommendations and advise staff and the Project team. Communications will be through the CAO or designate.

---

## **Meetings**

---

Meetings will be at the call of the Chair when requested by the CAO or designate.

Copies of the agenda and record of the previous meeting will be circulated to Committee members and Council members in advance of the next meeting.

The decision process is to be consensus based. Major decisions must go before Council. If some members disagree with the Committee's recommendations or activities, decisions will be recorded in the meeting records.

Decisions, input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding to the City.

The Committee will receive administrative support from City staff for agenda preparation, recording of minutes and associated meeting requirements.

A quorum is established when 50% + 1 members are present.

---

## **Code of Conduct**

---

Committee members are expected to be respectful towards each other and work cooperatively.

Committee members will conduct themselves in the best interest of all of Richmond residents.

If there is a conflict of interest, it will be up to the member to remove himself or herself from the discussion and decision. However, where a conflict is not recognized by an individual, the City

may exercise its prerogative to excuse the member from the meeting and/or restrict their access to pertinent information.

Committee members who have been found by the City to have breached their confidentiality agreements; failed to abide by the Code of Conduct or failed to abide by other policies adopted by the committee will be subject to immediate rescinding of their appointment. Without the express consent of the City, members are not authorized to discuss matters covered by the Committee or information provided to them in the course of carrying out their roles with the media.

***Committee members serve at the pleasure of Richmond City Council. Council may amend these Terms of Reference at its discretion***