

## **Minoru Major Facility Stakeholder Advisory Committee Terms of Reference**

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### **Purpose**

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The purpose of the Minoru Major Facility Stakeholder Advisory Committee (the “Committee”) is to provide advice, input and feedback from a stakeholder perspective at key milestones during the planning and development process for the combined Aquatic Centre, Older Adults Centre and multi-purpose facility and associated urban realm improvements. (the “Project”)

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### **Principles**

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

- The project must meet the objectives and timelines of the City of Richmond.
- The project must 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

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### **Membership**

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Richmond City Council appoints members of the Committee. The membership will include the following:

- Two (2) representatives from the Aquatic Services Board.
- Two (2) representatives from the Minoru Senior’s Centre.
- Five (5) representatives from the general public.
- Two (2) members of Council

One Councillor will be appointed Chair of the Committee.

The CAO or designate will be the senior staff liaison for this committee. Other City staff and consultants will attend meetings as required.

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### **Objective**

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The primary objective for the Committee is to support the City’s efforts in the development of the functional space program in direct relation to the proposed facility use programming for the Aquatic and Older Adults Replacement Facilities.

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### **Procedures**

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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.

The Committee will liaise with other stakeholders where appropriate.

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## **Meetings**

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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 the Advisory 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 staff support services from the City for the preparation of agendas and the recording of meetings.

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

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## **Code of Conduct**

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

Advisory Committee members are drawn from both the public and stakeholder interests. The expectation is that each member 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 Council. Council may amend these terms at its discretion.***