



North Peace Leisure Facility Replacement Steering Committee Terms of Reference

1. Goal

- 1.1 To oversee the development of a concept for the replacement of the North Peace Leisure Pool, with the possible inclusion of additional recreation amenities.

2. Purpose/Scope

- 2.1 To act as an advisory committee and provide recommendations, input, and feedback to the Peace River Regional District Board (PRRD) at key milestones for the duration of the planning and development phases of the North Peace Leisure Pool replacement project (the “project”).
- 2.2 The Steering Committee, with the assistance of a qualified consulting firm and staff support, will provide advice to the Regional Board on ‘North Peace Leisure Pool Replacement’ project and:
 - a. Recreational amenities for possible inclusion in the facility such as:
 - i. a full size gymnasium;
 - ii. indoor play space, dynamic movement gym;
 - iii. a large multi-purpose room;
 - iv. a fieldhouse; and/or
 - v. a library.
 - b. A space program, conceptual design and site options;
 - c. Optimal sizing of a facility, anticipated operating and capital costs, and phasing options;
 - d. Business model, market demand, governance, service philosophy, and partnership considerations;
 - e. Service area boundary options;
 - f. Options for methods of assent; and
 - g. Options for current facility end of life be determined by the North Peace Leisure Pool Commission.
- 2.3 The Steering Committee will assist in supporting the public consultation process.

3. Accountability

- 3.1 The Steering Committee members are accountable for the North Peace Leisure Facility Replacement Project and will:
- a. determine annual resource requirements and recommend a budget to the PRRD Board;
 - b. provide feedback and guidance to the consultant(s); and
 - c. adhere to reporting requirements (See Section 8).

4. Steering Committee Organization

- 4.1 The meetings will be chaired by a Steering Committee member, who is elected by the Steering Committee members, annually at the first meeting after November 1st in each year. The Chair will be the spokesperson for the project.
- 4.2 Staff and consultants may attend meetings in an advisory support role only.
- 4.3 A simple majority, one Steering Committee member more than 50%, shall constitute quorum and must include at least one participant from each jurisdiction represented on the Steering Committee.
- 4.4 All options and recommendations shall sought to be determined first by consensus, and then if consensus cannot be reached by majority vote. Recommendations and all options will be provided to the Regional Board for information.
- 4.5 The Steering Committee may ask its members to indicate their support for decisions via email, in the event that the Steering Committee member is not able to attend; however, email indication of support shall not be considered a vote nor binding on the Steering Committee members in attendance and voting at any meeting.

5. Membership

- 5.1 The North Peace Leisure Facility Replacement Steering Committee will consist of:
- a. the PRRD Area B Electoral Area Director; or Area D or Area E Electoral Area Director (in the absence of Area B Electoral Area Director);
 - b. the PRRD Area B Alternate Director; or Area D or Area E Electoral Area Director (in the absence of Area B Alternate Director);
 - c. the PRRD Area C Electoral Area Director; or Area D or Area E Electoral Area Directors (in the absence of Area C Electoral Area Director);
 - d. the PRRD Area C Alternate Director; or Area D or Area E Electoral Area Director (in the absence of Area C Alternate Director);
 - e. Two (2) Council Members appointed by the City of Fort St. John; or any City of Fort St. John Council Members (in the absence of the appointed Two (2) Council Members); *and*
 - f. Two (2) Council Members appointed by the District of Taylor; or any District of Taylor Council Members (in the absence of the appointed Two (2) Council Members).

- 5.2 In the event that an appointed Committee member is unable to attend a scheduled meeting, committee members may designate an alternate to attend in their place as follows:
- a. Representatives of Electoral Area B and C may designate either Electoral Area D or E Director.
 - b. Representatives of the City of Fort St. John may designate any other member of Fort St. John City Council.
 - c. Representatives of the District of Taylor may designate any other member of Taylor Council
- 5.3 Appointed Committee members must notify the Committee Clerk responsible for coordinating Committee Meetings of their designated alternate prior to the meeting date.

6. Member Responsibilities

- 6.1 Members will assist with public consultation including taking part in public engagement events (on-line and/or in-person) and media interviews. The Steering Committee Chair will be designated the lead member with respect to interviews, but may designate other Committee members to act in their place.
- 6.2 Members will report back to their respective communities with updates on the project and to gain feedback from their local government.
- 6.3 Members will engage in opportunities for sponsorships.
- 6.4 Members will engage in opportunities for partnerships.
- 6.5 Members will act as official liaisons for the project and engage with other levels of government and First Nations.

7. Meetings

- 7.1 The Steering Committee shall meet regularly, as agreed upon and approved by Steering Committee resolution, or at the call of the Steering Committee Chair.
- 7.2 Items for the meeting agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- 7.3 PRRD staff will distribute meeting agendas prior to a scheduled meeting.
- 7.4 PRRD staff will attend to record the minutes of the meetings.
- 7.5 Meeting minutes will be circulated to members, and approved at subsequent meetings.

8. Reporting Requirements

- 8.1 At minimum, the Steering Committee will provide a bi-annual report to the Regional Board, and will provide any additional progress reports, updates or formal reports, as required from time to time by the Regional Board – or if deemed advantageous to the

Steering Committee for issues management or seeking Board endorsement or direction on any issue not clearly delegated to the Steering Committee.

- 8.2 Steering Committee meeting minutes will be included on Regional Board meeting agendas.
- 8.3 All items delegated to the Steering Committee for consideration or inquiry through these Terms of Reference will be forwarded to the Regional Board in the form of a recommendation from the Steering Committee, for the Regional Board's consideration, prior to any action being undertaken.
- 8.4 All meeting agendas, meeting minutes and reports be forwarded to local governments who are members of the Steering Committee for information.

9 Stakeholders

- 9.1 The Steering Committee will solicit input from, and provide feedback to, stakeholders as broadly and effectively as can efficiently be done, including but not limited to:
 - a. social media;
 - b. meetings (one-on-one, group, public); and/or
 - c. open door policy for input from community members.

Date Steering Committee Established	June 25, 2020	Board Resolution #	RD/20/06/27 (25)
Date TOR Approved by Board	December 2, 2021	Board Resolution #	RD/21/12/19
Amendment Date	May 18, 2023	Board Resolution #	RD/23/05/13 (18)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	