

SOUTHWEST TASK FORCE TERMS OF REFERENCE

1. BACKGROUND

Council has approved the construction of a new community centre and park on Shellard Lane. The Project (“Project”) will involve new construction of a 4 diamond softball and slo-pitch complex, sports fields, playgrounds, skate park, and community centre attached to a Grand Erie District School Board elementary school and a public library. The Southwest Task Force will report to Committee of the Whole with regular updates from the chair and through meeting minutes.

2. ROLE OF THE TASK FORCE

The role of the Southwest Task Force is to:

- a. work with staff to support the design and project goals for all phases of the project;
- b. meet with project stakeholders and members of the community with staff to confirm desired activities for phase 1, 2 & 3;
- c. participate in community engagement and support the public’s preferences for program space and design;
- d. work with the Shellard Neighbourhood Association and staff to ensure their requirements are considered and included where feasible;
- e. ensure the project is aligned with the Parks and Recreation Master Plan goals;
- f. assist staff with resolving strategic level issues and risks;
- g. assess project progress and report on the project to Committee of the Whole Operations and Administration;
- h. review and provide input into the final project deliverables;
- i. provide input into the project plan key milestones;
- j. support staff to ensure the project meets financial goals and milestones;
- k. review and make recommendations regarding the design in each phase;
- l. move and pass resolutions supporting final concept designs for each phase and / or key milestones.

3. RESPONSIBILITIES OF THE CHAIR

The Task Force Chair shall:

- a. Set the agenda for each meeting;
- b. Work with the clerk assigned to the Task Force to ensure that agendas and supporting materials are delivered to members in advance of meetings;
- c. Clarify and summarize what is happening throughout the meeting, as required;
- d. Ensure the Terms of Reference are being followed;
- e. Ensure meeting decorum is professional;
- f. Encourage broad participation from members in discussion; and
- g. Call meetings, as may be required.

4. RESPONSIBILITIES OF THE MEMBERS

Individual Task Force members shall:

- a. Understand the goals, objectives, and desired outcomes of the project;
- b. Understand and represent the interests of the community and other project stakeholders;
- c. Take a genuine interest in the project's outcomes and overall success;
- d. Communicate positively about the project;
- e. Attend public information meetings to assist with gathering public response to design concepts;
- f. Actively participate in meetings through attendance, discussion, and review of minutes, papers, and other Task Force documents;
- g. Support open discussion and debate, and encourage fellow Task Force members to voice their insights.

5. PROCEDURES

Unless otherwise expressly stated in these Terms of Reference, the Task Force shall be governed by the City's Procedural By-law, including as to matters of quorum, decision-making process, agendas, minutes, and reporting.

Task Force Meetings will be ideally timed to be at key milestones or at the call of the Chair.