



PERFORMING ARTS CENTRE STEERING COMMITTEE

Councillor J.H. Carlson, Chair
Councillor A.M. Campbell
Councillor J.A. Coffman

Allied Arts Council Representative – Dawn Leite
 Performing Arts Centre Advocacy Group Representative – Dianne King

Terms of Reference adopted August 28, 2017, amended April 16, 2018

<p>Membership:</p>	<p><u>Voting Members:</u> Three (3) Members of Council Allied Arts Council Representative – Dawn Leite Performing Arts Centre Advocacy Representative – Dianne King</p> <p><u>Non-Voting Members:</u> City Manager or Designate Director of Community Services Director of Planning and Development Facility Services Representative Recreation and Culture Representative Project Team Lead Communications Representative</p>
<p>Mandate:</p>	<ul style="list-style-type: none"> • To provide direction and oversight to the development of the Performing Art Centre (D-34) as per 2018-2017 Capital Improvement Program • Receive reports and information from the Project Team. • Make recommendations to City Council as required. <p><u>Key Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Establish guiding principles for the Performing Arts Centre. • Approve a public communications and community stakeholder engagement plan. • Ensure the hiring of a consultant by the Project Team to review previous performing arts studies, refine communications and engagement plan, recommend options for a facility location, assess operating model options, and determine financial costs for construction and operation of the facility. <ul style="list-style-type: none"> ○ Monitor and review consultant reports. ○ Recommend a business plan and operational model to City Council. • Ensure the hiring of a consultant by the Project Team to complete detailed design of a Performing Arts Centre. <ul style="list-style-type: none"> ○ Monitor and review consultant reports. ○ Approve the functional requirements and schematic design of the facility. • Provide an annual report and other updates, as necessary, to City Council. <p>This Performing Arts Centre Steering Committee will terminate six months after the completion of the project.</p>
<p>Meetings:</p>	<p>Held: Monthly or as deemed necessary by the Chair. Location: TBA</p>
<p>Contact:</p>	<p>Tara Cryderman, Senior Advisor to City Council – 403-329-7327</p>

**PERFORMING ARTS CENTRE
STEERING COMMITTEE**

TERMS OF REFERENCE

1. Name and Type of Committee

- Performing Arts Centre Steering Committee
- Ad Hoc Committee

2. Statement of Purpose

- Provide direction and oversight for the development of a Performing Arts Centre (D-34) as per the 2018-2027 Capital Improvement Program.
- Receive reports and information from the Project Team.
- Make recommendations to City Council as required.

3. Key Duties and Responsibilities

- Establish guiding principles for the Performing Arts Centre.
- Approve a public communications and community stakeholder engagement plan.
- Ensure the hiring of a consultant by the Project Team to review previous performing arts studies, refine communications and engagement plan, recommend options for a facility location, assess operating model options, and determine financial costs for construction and operation of the facility.
 - o Monitor and review consultant reports.
 - o Recommend a business plan and operational model to City Council.
- Ensure the hiring of a consultant by the Project Team to complete detailed design of a Performing Arts Centre.
 - o Monitor and review consultant reports.
 - o Approve the functional requirements and schematic design of the facility.
- Provide an annual report and other updates, as necessary, to City Council.

4. Composition and Appointments

- Voting Members:
 - o City Council (3) – Jeff Carlson (Chair), Jeff Coffman, Mark Campbell
 - o Allied Arts Council Representative – Dawn Leite
 - o Performing Arts Centre Advocacy Group Representative – Dianne King
- Non-voting Members:
 - o City Manager or Designate
 - o Director of Community Services
 - o Director of Planning and Development
 - o Facility Services Representative
 - o Recreation and Culture Representative
 - o Project Team Lead – Project Coordinator or Project Manager
 - o Communications Representative

5. Meetings

- Meetings will be held monthly or as deemed necessary by the Chair.
- A quorum of the Committee is a majority of the voting members.
- Agendas and committee meeting minutes will be e-mailed to all members.

6. Committee Support

- Community Services shall provide administrative support to the Committee as required.

7. Review and Evaluation

- Accomplishments will be documented and accumulated throughout each year for inclusion in an annual report to City Council.
- The annual report will be provided to City Council in December of each year (2018-2021).

8. Requirement of Committee

- The Performing Arts Centre Steering Committee will terminate six months after the completion of the project.